

DRAFT - JOB DESCRIPTION MANUAL

**BOARD OF EDUCATION
CLINTON TOWNSHIP**

**CENTRAL OFFICE
Administration**

Title: Accounts Payable Coordinator/Administrative Assistant

Qualifications:

1. Experience in NJ Public School accounts payable or purchasing.
2. Experience in NJ Public School Office work
3. Demonstration of outstanding skills, proficiency in data processing and use of automated office equipment.
4. Understanding of the principles and practices of financial accounting and reporting procedures consistent with statute, code and GAAP requirements.
5. Demonstrated organizational, communication and interpersonal skills.
6. Strong verbal and written communication skills
7. Required criminal history check and proof of U.S. citizenship or resident alien Status
8. High School Diploma required.
9. College Diploma preferred

Reports To: School Business Administrator & Superintendent

Job Goal: To assist in the administration of the district's business affairs so as to provide the maximum services for the financial resources available and to assist in the daily operational functions of the Board Office.

Performance Responsibilities:

1. Process purchase orders and vouchers in accordance with district purchasing manual and procedures:
 - a. Verification of all required signatures needed to complete the purchase order process
 - b. Disperse purchase orders to vendors for processing and signature requirements
 - c. Notify original school/department of processed purchase order and maintain copies of all district wide purchase orders
2. Responsible for the examination of claims against the Board of Education to be processed for payment
 - a. Verification of receipts of goods and services and accuracy of invoice
 - b. Ensure all district purchasing is compliant with the Public School Contracts Law

3. Responsible for data entry of claims for payment as prescribed by state accounting procedures;
 - a. Prepare bill list on a monthly basis for board approval
 - b. Once approved, prepare checks for payment
4. Trace errors and records adjustment to correct charges or credits posted to incorrect accounts
5. Conduct monthly analysis of open purchase order list to ensure that orders are being processed on a timely basis
6. Identify, contact and request completed W9, Business Registration Certificate, Affirmative Action Evidence and Political Contribution Disclosure Forms from Vendors as needed
7. Responsible for the annual preparation of IRS Form 1099
8. Responsible for Graduate Course Reimbursement payments
9. Assist the Business Administrator with the development of support documents needed in preparation of the annual school budget, audits and any other documents requested by the Board of Education
10. Field and direct incoming calls to Board Office
11. Responsible for ordering office supplies for the Board Office
12. Coordinates the maintenance and supply inventory for office equipment (copier, fax, postage)
13. Responsible for facilities use:
 - a. Scheduling and placement of internal and external groups
 - b. Calendar updates to schools
 - c. Communicating facilities usage details to Asst. Buildings & Grounds Supervisor
 - d. Billing for facilities use
14. Responsible for posting approved Virtual Backpack items to district website
15. Maintain district document storage
 - a. Organizes storage of files according to retention schedule
 - b. Prepares forms for Business Administrator to review and submit for County, Auditor and Board approval for destruction of files according to State Regulations
16. Other duties as assigned by the School Business Administrator or Superintendent

Terms of

Employment: 12 month position. Salary to be determined by the Board

Evaluation: Performance of this job will be evaluated by the School Business Administrator in accordance with the provisions of the Board's policy on evaluation of non-certified personnel.

ADOPTED: