FLEMINGTON-RARITAN REGIONAL SCHOOLS

JOB DESCRIPTION

TITLE:	Accounts Payable-CONFIDENTIAL
QUALIFICATIONS :	 Three years secretarial experience. Proficiency in the use of computer systems and software essential to the operation of the Business Office such as accounting, database, word processing, spreadsheet and payroll applications.
	 Excellent human relations skills with the ability to organize and motivate people to carry out complex oral and written instructions to exercise sound judgment and perform with a high degree of accuracy and efficiency; Knowledge of all office equipment including computers, copiers, postage and fax machines. Ability to maintain confidentiality.
	6. Criminal history background check and proof of U.S. citizenship or legal resident alien status and a complete physical examination.
REPORTS TO:	Business Administrator

JOB GOAL: To ensure the efficient performance of the Business Office.

PERFORMANCE RESPONSIBILITIES:

- 1. Performs all office routines and practices associated with accounts payable and computer operation.
- 2. Provides necessary Maintenance and Operations secretarial support, including SAIF Incentive Program, accident reporting and insurance claims and miscellaneous correspondence.
- 3. Provides coordination and scheduling for maintenance department and district-wide training for Rightto-Know, asbestos, etc.
- 4. Attends to Business Office visitors.
- 5. Receives Business Office phone calls and records messages.
- 6. Manages bills; opens all bills, matches bills to designated purchase orders, files or processes for payment; prints bills list and verifies that invoices/purchase orders are properly entered.
- 7. Manages purchase orders: mails purchase orders to vendors after approval; invoices approved purchase orders that have been fulfilled.
- 8. Processes checks: prints checks on a monthly basis, as needed or upon request; mails checks to vendors.
- 9. Communicates with vendors and school staff regarding unpaid invoices, invoice disputes or issues with orders.
- 10. Reviews vendor statements to reconcile accounts.
- 11. Transfers funds between accounts upon approval of transfer requests.
- 12. Adds vendors to Systems 3000, as needed.
- 13. Types confidential documents, i.e., evaluations and executive session minutes.
- 14. Reviews all purchase orders and communicates with staff and vendors to ensure all required documentation is provided prior to payment of bills.
- 15. Assists with preparation of legal documents in response to confidential litigation.

- 16. Assists in the preparation for and completion of the annual school district audit.
- 17. Provides guidance to the district and monitors for compliance with standards regarding all travel expenses.
- 18. Oversees the maintenance of an up-to-date-inventory of all school district property in compliance with GASB34. Ensures the appropriate labeling of inventory.
- 19. Assists in the completion of annual school district reports such as the Application for State School Aid (ASSA), NJQSAC, School Register Summary Report, classroom dual use, etc.
- 20. Oversees the billing and receipt of monies due and/or outstanding to the Board of Education for tuition, preschool tuition, vandalism, returned checks, etc.
- 21. Assists the School Business Administrator in the preparation of the annual school district budget and ensures compliance with all related state requirements and submittals.
- 22. Compiles, maintains, and communicates/distributes strategic, confidential (negotiations) materials and budgetary information, including without limit cost information, analysis and review.
- 23. Assists in the handling/processing of grievances, as needed.
- 24. Administers the college tuition reimbursement program for the district.
- 25. Processes free/reduced lunch applications for student in district; verifies eligibility based on income and household information supplied by parents; directs certification and verification of applications for the Free and Reduced Lunch Program for the district upon request of the nj.gov.
- 26. Updates lunch tracking in Genesis for students.
- 27. Oversees all functions relating to out-of-district-tuition, preschool and homeless tuition.
- 28. Reviews all purchase orders for accuracy before obtaining the Business Administrator's approval.
- 29. Oversees copier and fax machine maintenance.
- 30. Performs Board Secretary responsibilities of the Business Administrator in his/her absence.
- 31. Performs any other duties and responsibilities as assigned by the Business Administrator.

TERMS OF EMPLOYMENT: Salary for a twelve-month year. EVALUATION: Performance of this job will be evaluated annually by the Business Administrator in accordance with the board's policy on evaluation of non-certified staff. APPROVED BY: Flemington-Raritan Board of Education APPROVED: 11/22/21 REVISED: