

JOB DESCRIPTION MANUAL

BOARD OF EDUCATION CLINTON TOWNSHIP

Central Office Administration

Title:	Accounts Payable Coordinator/Administrative Assistant – Confidential
Qualifications:	<ol style="list-style-type: none"> 1. Minimum experience as determined by the School Business Administrator/ Board Secretary. 2. Have the skills to perform accounts payable functions in an efficient and confidential manner to promote the smooth and efficient operations of the districts business office. 3. Have the ability to perform functions in accordance with the IRS, New Jersey statutes and regulations and other tasks, which may be delegated or designated by the School Business Administrator/Board Secretary. 4. Capable of ensuring accuracy of purchase order requisitions, purchase orders, quotes, bill lists, etc., responding to inquiries and/or requests for data and/or reports, and providing timely and accurate purchase order and check production. 5. Proficiency in the use of district computer systems and software essential to the operation of the business office such as database, word processing, spreadsheet, budgeting and accounting applications. 6. Have 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. 7. Be multi-task oriented and flexible. 8. Demonstrated organizational, communication and interpersonal skills. 9. Required criminal history background check and proof of U.S. citizenship or legal resident alien status. 10. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.
Certificate and Endorsement Requirements:	None required
Reports To:	Assistant School Business Administrator/Assistant Board Secretary
Supervises:	Not applicable
Job Goal:	To assist in the administration of the district's business affairs so as to provide maximum services for the financial resources available and to assist in the daily operational functions of both the Board Office and the Department of Buildings and Grounds.

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. Confirm that all necessary attachments, quotations, supply list and other documents are scanned and attached to the purchase requisition.
 - c. Disperse purchase orders to vendors for processing and signature requirements.
 - d. Notify original school/department of process purchase orders and maintain copies of all district wide purchase orders.
2. Examine all claims against the Board of Education to be processed for payment:
 - a. Verification of receipt of goods and services and accuracy of invoices.
 - b. Assurance that all district purchasing is compliant with the Public School Contract Law.
3. Enter and process claims for payment as prescribed by state accounting procedures:
 - a. Prepare bill lists on a monthly basis for Board approval
 - b. Once approved by the Board, prepare and issue checks for payment
4. Provides guidance to the district and monitors for compliance with standards regarding all travel expenses.
5. Trace errors and record adjustments to correct charges or credits posted to an incorrect account.
6. Conduct monthly analysis of open purchase orders to ensure that orders are being processed on a timely basis and notify staff when needed to follow up on outstanding open purchase orders.
7. Identify, contact and request completed Wg's, Business Registration Certificates, Affirmative Action Evidence, Political Contribution Disclosure Forms and Disclosure of Investment Activities in Iran from vendors as needed.
8. Prepare annual IRS forms for the completion of 1099's in accordance with IRS regulations.
9. Track and process requests for graduate course reimbursement payments in accordance with affiliated and unaffiliated contracts.
10. Assist the School Business Administrator/Board Secretary with the development of support documents needed in preparation of the annual school budget and audits.
11. Compile, maintain, communicate and/or distribute strategic, confidential materials and budgetary information including analysis for negotiations with collective bargaining units.
12. Coordinates with the Assistant to the School Business Administrator with office supply orders for the business office.
13. Coordinate the maintenance and supply inventory for the business office equipment.
14. Assist the Supervisor of Building and Grounds with financial and clerical tasks:
 - a. Track certifications, inspections, licenses, etc. to ensure state and federal compliance.
 - b. Maintain files and binders as required for compliance.
 - c. Schedule routine and preventive maintenance with appropriate vendors, and create purchase orders prior to services being rendered.
 - d. Manage custodial clothing allowance as defined by the collective bargaining agreement.

- e. Identify, schedule, track, and maintain documentation for professional development of custodial and maintenance staff.
 - f. Monitor weekly overtime and double-time, and communicate to the Supervisor of Buildings and Grounds when staff hours are approaching overtime or double-time to maintain internal control of these expenditures.
 - g. Work in cooperation with the Supervisor of Buildings and Grounds to monitor annual budget lines.
15. Maintain district document storage.
- a. Organize the storage of files according to the N.J. state's record retention schedule.
 - b. Prepares forms for the School Business Administrator/Board Secretary to review and submit for county, order and board approval for destruction of files according to state regulations.
16. Performs other related duties as assigned by the School Business Administrator/Board Secretary.

Terms of Employment: Salary for a 12 month position (July 1 through June 30).

Annual Evaluation: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved by: Superintendent of Schools

Date: May 2, 2022

Account Code(s):

- 11.000.251.100.900.000 - 60%
- 11.000.261.100.900.000 - 10%
- 11.000.262.100.900.000 - 25%
- 11.000.263.100.900.000 - 5%