

# MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT

## JOB DESCRIPTION

### ACCOUNTANT – PURCHASING SUPERVISOR

#### QUALIFICATIONS:

1. Bachelor's Degree, CPA or MBA preferred
2. Requires knowledge of GAAP Accounting
3. Minimum three to five years accounting experience
4. Knowledge of Microsoft Excel, Quicken, Word and PowerPoint required
5. Familiarity with Systems 3000 a plus

**REPORTS TO:** Assistant Superintendent for Business/Board Secretary

#### PRIMARY FUNCTION:

To maintain all financial records of the school district in compliance with school audit, statutory and administrative code requirements. To prepare or assist in the preparation of all financial reports and reconciliations required by the Assistant Superintendent for Business/Board Secretary. To implement an efficient purchasing system for the school district.

#### TERMS OF EMPLOYMENT:

Twelve-month school year, non-affiliated position. Salary to be determined by the Board of Education based upon experience, knowledge, responsibility and job performance.

#### EVALUATION:

Annually, in accordance with Board policy.

#### RESPONSIBILITIES:

1. Assists in the preparation of the Application for State School Aid Report (ASSA).
2. Prepares a monthly reconciliation of the Board of Education student activity and athletic trust fund bank accounts. Performs a monthly internal audit on all student activity and athletic accounts. Reports finding to the Assistant Superintendent for Business/Board Secretary and Assistant Superintendent for Business.
3. Reviews and approves purchase orders in the computer system as needed.
4. Prepare and provide information to the school district auditor during the year and for the fiscal audit.
5. Works with the Director of Special Services in monitoring out of district placements. Maintains a spread sheet documenting all payments during the year and the status of all students with regard to their attendance and tuition cost.
6. Administers the district wide purchasing program.
7. Advertise, prepare and mail, open and review all bid/quote packages for the district including all construction projects.

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8. Maintains all bid and quote files.
9. Contact various state agencies for verification of State Contracts and Public Works Contractors Registration Act certifications, Prevailing Wage documents and insurance companies.
10. Maintain certified payroll, monthly manning, insurance certificates and Public Work Contractor Registration Act certifications for all contractors performing construction work within the district.
11. Prepare agenda items for the Workshop and Regular Business Meetings.
12. Fax Notice of Awards for Professional Services and Consultants after the Business Meeting.
13. Send award/regret to inform you/rejection letters to vendors after the Board of Education awards contracts.
14. Obtains up to date list of State contract vendors from State.
15. Review Middlesex County Educational Services Commission and New Jersey State Contracts for the possibility of using shared service opportunities.
16. Establishes relationships with local communities and other school districts pursuing the opportunity for shared services.
17. Prepare budget for Purchasing and all District Copy Machines in house and future purchases.
18. Educational Data Services, Inc. – Develop and will maintain the districts School and Use Report for the on-line ordering system.
19. Receive, breakdown and distribute purchase orders to Budget Managers, upon return of purchase orders put award on the agenda.
20. Maintains and updates all annual purchase orders (tuition, transportation, communications, etc.)
21. Attempt to stay on top of invoices/payments to contractors for large construction projects so we are compliant with the Prompt Payment law.
22. Review submitted purchase orders/requisitions. Check for compliance with Public School Contract Law and Chart of Accounts.
23. Processes the invoices for the rental of district facilities.

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- 24. Works with the Supervisor of Operations and Maintenance in recording, invoicing, receiving building usage revenues. Sends letters to those organizations that are in arrears. Reports to the Assistant Superintendent for Business/Board Secretary when there is a significant delinquency.
- 25. Makes follow-up inquiries to organizations that rent district facilities and do not remit their payment in a timely fashion.
- 26. Processes the invoices for tuition and other payments that the district receives.
- 27. Attends appropriate in-service programs.
- 28. Performs other duties as may be required by the Assistant Superintendent for Business/Board Secretary.

DATE ADOPTED BY BOARD: 27 April 2015

AGREED TO BY INCUMBENT: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)