

MATAWAN- ABERDEEN REGIONAL SCHOOL DISTRICT

JOB DESCRIPTION

BOOKKEEPER – ACCOUNTS PAYABLE/RECEIVABLE

QUALIFICATIONS:

1. High School diploma or equivalent is required.
2. Knowledge of basic office procedures and office machines, including personal computers and peripherals.
3. Prior successful experience in area preferred.
4. Ability to work harmoniously with other employees and respect confidential information.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
6. Knowledge of Systems 3000 is preferred.

REPORTS TO: Assistant Superintendent for Business/Board Secretary and/or designee.

PRIMARY FUNCTION:

To perform all duties required of the accounts payable/receivable operations and to assist the Assistant Superintendent for Business/Board Secretary to ensure the smooth and efficient operation of the business office.

TERMS OF EMPLOYMENT:

Twelve-month school year. Non-affiliated. 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. Researches and processes all purchase orders to be paid.
2. Maintains and updates all annual purchase orders (tuition, transportation, communications, etc).
3. Handles all inquiries regarding purchase orders, telephone calls, letters and faxes from vendors and companies seeking information and payment for services rendered; also all calls from departments/schools within the district.

Job Description – Bookkeeper – Accounts Payable/Receivable

4. Prepares a monthly bill list for approval at the Board of Education meeting, which includes checking each purchase order to be sure the essential parts are in the file to proceed to pay the purchase order:
 - Business Office Copy;
 - Receiving copy from school/office that ordered items. This is the proof of the receipt of an order.

VOUCHER/CERTIFICATION – Must be signed by vendor and returned to the district.

INVOICE – Indicates the items sent and the amount billed. It reflects the correct amount owed to the vendor.

5. Prepares and mails all checks from the monthly bill list. All addresses on checks must be verified for correctness.
6. Researches open purchase orders and sends vouchers to vendors to sign when they have not returned the original sent to them. Research also includes follow-up with departments/schools to be sure they return the necessary paperwork to proceed with paying bills.
7. Processes all accounts payable mail.
8. Tracks back orders and duplicate shipments.
9. Prepares district order for paper and Xerox supplies.
10. Maintains and improves professional competence by attending workshops and in-service programs and by reading appropriate publications.
11. Works with the Assistant to the Assistant Superintendent for Business/Board Secretary on the closing of the books at fiscal year-end including the preparation of outstanding order and reserve accounts to actual commitments.
12. Assists the district's auditors by answering questions and providing them documents they request.
13. Works with Business Office staff in the periodic purging of district files.
14. Maintains an appropriately clean workstation and maintains organized files.
15. Maintain Business Registration Certificates, W-9s and Pay to Play files.
16. Process student activity fund and athletic trust fund checks.

17. Prepares revenue sheets for the Assistant Business Administrator to enter into Systems 3000.
18. Prepares deposit tickets.
19. Transports and deposits district funds at the bank at least twice per week.
20. Reviews the vendor analysis and ensures vendors who earned at least \$600 in the calendar year receive federal form 1099. Also, prepares and mails federal form 1096 to the IRS.
21. Carries out such other duties as may be assigned by the Assistant Superintendent for Business/Board Secretary and/or designee.

Signature of Employee: _____ Date: _____

Adopted by Board: 27 April 2015