



# HADDONFIELD BOARD OF EDUCATION

One Lincoln Avenue  
Haddonfield, NJ 08033-1892

## **Job Description**

**POSITION:** Accounts Payable/Receivable

### **QUALIFICATIONS:**

- A. High School Graduate
- B. Minimum of three (3) years of experience in a school district business office and minimum of two (2) years post-secondary training in business/administrative office operations or private sector AP/AR experience
- C. Demonstrates experience and skilled in GoogleDrive/Docs/Sheets, Excel Spreadsheets, Word Processing, Database Software, and school district finance system
- D. Ability to work independently or in groups
- E. Excellent oral and written communication skills and professional attitude
- F. Any alternatives to the above qualifications as the Board may find appropriate or acceptable

**PRIMARY FUNCTION:** Responsible for the AP/AR business function and to assist in the smooth efficient payment of invoices

**REPORTS TO:** Business Administrator/Board Secretary

### **MAJOR DUTIES AND RESPONSIBILITIES:**

- Purchasing
  - Preserves all accounts, vouchers, and contracts relating to the schools; examines and audits all accounts and demands against the Board

- Verifies by affidavit every such account or demand, except for salaries, exceeding \$25.00
- Completes vendor applications for vendors to setup the district's customer profile
- Provide Bill Lists for Board meetings for their approval
- Accounting/Business Office
  - Enter cash receipts into accounting system on a monthly basis
  - Prepares monthly bookkeeping records of amount for which warrants have been drawn during the preceding month, the accounts against which the warrants have been drawn, and the balance to the credit of each account
  - Proficient in all budgetary and payroll operations, i.e., encumbrances, cash disbursements, reconstruction of appropriation line item cards, cash receipts, appropriation account control cards, and general ledger record
  - Posts charges for payroll to the accounting system
  - Maintains a complete and systematic set of records of all financial transactions of the district; records details of school financial transactions in appropriate journals and subsidiary ledgers from such sources as requisitions, payroll records, etc.
  - Thoroughly trained and experienced in the operation of the accounting software
- Reporting
  - Prepare end of year 1099 reporting
  - Assists in the preparation of a full and complete itemized report of the finances of the district at the close of each school year
  - Assists with the preparation of accounts and records for audit annually by an independent certified public accountant selected by the Board
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- Other Responsibilities
  - Maintains an inventory and orders supplies when needed for function of the Account Payables position
  - Performs other duties as assigned by supervisor

**TERMS OF EMPLOYMENT:** Twelve Month Position

**EVALUTION:** Performance of this position will be evaluated in accordance with provisions of the Board of Education's policy

**HEALTH BENEFITS:** Benefits are available to full time employees per the negotiated contract.

BOE Approved Date: 1/24/19

BOE Review Date: