

JOB DESCRIPTION

BOARD OF EDUCATION
FAIRFIELD, NJ

NON-CERTIFICATED
Accounts Payable Coordinator

ACCOUNTS PAYABLE COORDINATOR

QUALIFICATIONS

1. High School Diploma or its equivalent; an Associate's Degree preferred; courses in bookkeeping, accounting and business mathematics a plus.
2. Minimum 4-years' experience in school district accounts payable department.
3. Effective bookkeeping skills and demonstrated proficiency in data processing and use of automated office equipment.
4. Experience with a budget/accounting software information system.
5. Good interpersonal and communication skills. High level of interpersonal skills required to interact with employees, parents, vendors and others.
6. Required criminal history check and proof of U.S. citizenship or resident alien status

REPORTS TO School Business Administrator (SBA)

JOB GOAL To timely prepare the district's accounting, accounts payable and other business operations with a high degree of responsibility, accuracy, discretion and confidentiality, using independent judgment, in addition to methodical work routines necessary for the smooth and efficient operation of the office.

PERFORMANCE RESPONSIBILITIES:

1. Maintain vendor profile in the accounting software program (ASP) and ensure that proper documentation is in vendor's file.
2. Prepares and encumbers purchase orders.
3. Data entry of all requisitions into the (ASP). Processing, printing and submission of purchase orders to vendors. Ordering of goods and services as needed by the business office. Maintain accurate filing systems of purchase orders. Act as first contact for staff members and vendors seeking status on purchase orders and/or payments.
4. Aligns purchase orders with GAAP Accounts.
5. Ensures all documentation is received from vendor to ensure timely processing of payment. Verifies invoices, vouchers and receiving copies for accuracy before payment is made. Prepares and processes payments on a current basis. Prints, processes and mails checks for payment of invoices. Maintains an accurate filing system of paid invoices.

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6. Ensures compliance with all purchasing laws in regards to back-up purchase orders.
7. Banks deposits and reconciliation of revenue accounts. Follow up with appropriate parties for funds due to the district. Enters cash receipts into financial software.
8. Records and invoices parents for preschool tuition payments.
9. Handles all aspects of facility use requests, including scheduling, billing, interfacing with various parties and securing/verifying necessary certificate of insurance document naming Board as an additional insured.
10. Records and maintains of District Fixed Assets.
11. Assists the Executive Secretary to the BA/BS with the advertising, compiling, set-up, distribution, and mailing of all matters related to Board of Education meetings.
12. Generates reports as requested by the School Business Administrator/School Board Secretary in accordance with state and federal laws and district procedures.
13. Supplies price comparisons/quotations as directed by the school Business Administrator/School Board Secretary.
14. Maintains all tuition contracts for students received in Fairfield and for students sent to out-of-district placements. Ensures that tuition billing and collection is timely and accurate and communicates with other districts and private schools, when necessary.
15. Prepares monthly (or as needed) bill list, budget report, financial reports, and when necessary, the board secretary's report.
16. Prepares periodic vendor, appropriation, general ledger, and other miscellaneous reports, as required.
17. Maintains all use of facilities records in the business office. Also prepares monthly bills for some organizations to recover custodial overtime costs.

GENERAL OFFICE DUTIES

1. Opens and stamps in all mail and other correspondence daily. Responds to vendor and staff inquiries in a timely manner.
2. Types up any and all office correspondence and keeps appropriate copies on file.
3. Handles all office correspondence, copying duties, and telephone duties as required by the SBA. Keeps appropriate copies on file.

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4. Communicates with the accounts payable software vendor to ensure system is up-to-date and running smoothly.
5. Processes parent transportation contracts (Aid in Lieu) as applicable.
6. Processes requests for Field Trips by ensuring appropriate documentation is provided prior to entering requisition.
7. Assists in the absence of the Payroll Clerk.
8. Organizes job functions and work assignments to be able to effectively complete assignments within established time frames. Maintains confidentiality of sensitive correspondence, records and information.
9. Assists School Business Administrator with preparation of bids, RFP's (Requests for Proposals) and/or RFQ's (request for Qualifications).
10. Participates, as needed, in annual audit.
11. Processes requests for reimbursements for mileage and/or conference attendance.
12. Maintains computer back-up.

WORK TRAITS

1. Maintains confidentiality, as required and appropriate, and in addition:
2. Follows all guidelines as stated in the contractual agreements with the Fairfield Board of Education.
3. Demonstrates an openness to discuss suggestions.
4. Demonstrates initiative, independence and decision making appropriate to the performance tasks of this position.
5. Makes efficient use of time and resources available.
6. Provides well-organized accurate work.
7. Demonstrates ability to prioritize tasks and to change priorities, as appropriate to meet the needs of the job.

PROFESSIONAL DEVELOPMENT

Participates in staff development opportunities in accordance with district guidelines and resources to enhance job-related skills and knowledge.

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SCHOOL/COMMUNITY RELATIONS

1. Communicates effectively with vendors and school personnel, as needed to expedite orders.
2. Demonstrates a willingness to assist and work cooperatively with colleagues.
3. Displays tact and courtesy when dealing with students, staff, residents and others in person and by telephone in the performance of this position.

OTHER

Performs such other tasks and assumes such other responsibilities as the School Business Administrator/School Board Secretary or designee may assign.

TERMS OF

EMPLOYMENT: Salary and work year to be determined by the board.

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.

LEGAL REFERENCES:

<u>N.J.S.A. 18A:6-7.1</u>	Criminal history record
<u>N.J.S.A. 18A:16-1</u>	Officers and employees in general
<u>N.J.S.A. 18A:16-2</u>	Physical examinations; requirement
<u>N.J.S.A. 18A:17-2</u>	Tenure of secretarial and clerical employees
<u>N.J.S.A. 18A:4-14, -14.1</u>	Uniform system of bookkeeping for school districts
<u>N.J.S.A. 18A:34-2</u>	Care and keeping of textbooks and accounting
<u>N.J.A.C. 6A:23-2</u>	Double-entry bookkeeping and GAAP accounting in local school districts
<u>N.J.A.C. 6A:32-6</u>	School employee physical examinations
<u>Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.</u>	

All applicants must meet NJ Residency requirements as per "New Jersey First Act", N.J.S.A. 52:14-7 (L. 2011, Chapter 70).

Adopted September 2014

Revised and Adopted: September 24, 2019

Revised: 4/28/2022, 9/20/22