

Robbinsville Board of Education

155 Robbinsville Edinburg Road

Robbinsville, NJ 08691

Phone: 609-632-0910 (2201) / Fax: 609-371-7964

TITLE: Accounts Payable Clerk

Reports to: School Business Administrator

Job Summary: To complete the detail and written work and to coordinate matters of the business office by ensuring effective, efficient and accurate financial operations.

Qualifications:

- High School diploma or equivalent
- Minimum three (3) years financial experience including the operation of calculating machines, preferably in a public school district
- Use of computers and computer systems (including hardware and software) to set up functions, enter data and process information
- Ability to understand and carry out complex oral and written instructions
- Ability to select and apply the appropriate computer software for effective business/management operations is essential
- Demonstrated ability to communicate and work effectively with staff, community and organizations
- Ability to perform duties with minimal supervision with an awareness of position responsibilities and district policies and procedures
- Ability to make decisions and have the ability to respond effectively and efficiently
- Required criminal history background check and proof of US citizenship or legal resident alien status

PERFORMANCE RESPONSIBILITIES:

1. Performs the day-to-day processing of accounts payable transactions to ensure that finances are maintained in an effective, up to date and accurate manner.
2. Verifies invoices and vouchers for goods and services against purchase orders.
3. Checks figures, postings, and documents for correct entry, mathematical accuracy, and proper coding.
4. Operates computers programmed with accounting software to record, store, and analyze information.
5. Verifies that transactions comply with federal, state, and district's policies, procedures, and regulations.
6. Set up invoices and/or vouchers for payment by preparing batches through accounts payable data entry.
7. Debits, credits, and totals accounts in computer databases and spreadsheets using specialized accounting software.
8. Records and prepares vendor checks for mailing.
9. Prepares manual checks as and when required by authorized officers.
10. Furnishes transaction history reports to school business administrator for budget preparation, adjustments and control.
11. Processes and maintain printout on final invoice edit report (bills list), check register history, encumbrance and accounts payable update list.

12. Provides school business administrator and/or superintendent an invoice batch report at the end of each month.
13. Accesses computerized financial information to answer general questions as well as those related to specific accounts.
14. Operates 10-key calculators, typewriters, and copy machines to perform calculations and produce documents.
15. Provides administrative support in order to ensure effective and efficient office operations by maintaining a filing system for all financial documents and ensuring the confidentiality and security of all financial files.
16. Provides information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail or in person.
17. Confers and assist staff and vendors with questions and problems involving invoicing and payments by telephone, in written form, e-mail or in person.
18. Assists external auditors at fiscal year-end as required.
19. Develops specific goals and plans to prioritize, organize, and accomplish work.

BOARD OF EDUCATION APPROVAL: