

# FLEMINGTON-RARITAN REGIONAL SCHOOLS

## JOB DESCRIPTION

**TITLE:** Accounts Payable/Computer Coordinator-CONFIDENTIAL

**QUALIFICATIONS:**

1. Two years post-secretary training or two years related business experience and computer experience including proficient use of Excel or similar programs.
2. Excellent secretarial skills including word processing, typing and communications skills.
3. Ability to maintain confidentiality.
4. Satisfactory completion of criminal history background.

**REPORTS TO:** Business Administrator

**JOB GOAL:** To ensure the smooth and efficient operation of the accounting computer data base system. To ensure that all bills are paid in an efficient, timely manner and to ensure the efficient performance of the Business Office.

### **PERFORMANCE RESPONSIBILITIES:**

1. Accounts payable: verifies purchase order fund availability, invoicing, updates accounts, balances accounts, verifies Treasurer's Report, prints monthly reports. Processes monthly bills for payment and vendor checks. Completes wire transfers for debt services payments, as needed.
2. Performs all office routines and practices associated with accounts payable and computer operation.
3. Monitors systems use. Maintains daily backups of the data. Answers questions pertaining to current accounting program.
4. Maintains district financial records as required by the State and auditor.
5. Assists in the preparation for and completion of the annual school district audit.
6. Assists the School Business Administrator in the preparation of the annual school district budget, including confidential and strategic determinations and analysis regarding salaries and costs.
7. Manually enters new budget into software system, yearly.
8. Works with confidential materials (negotiations) for the district and budgetary determinations.
9. Works with school personnel to ensure proper use of vendors, business registration certificates and other appropriate necessary documentation, which also includes confidential information from school employees needed to be entered into accounting system.
10. Oversees monthly accounts receivable ledger to prove with Treasurer monthly.
11. Serves as back up person for accounts receivable deposits (by bank or by scanner).
12. Places and receives telephone calls and receives messages as applicable.
13. Any other duties and responsibilities assigned by the Business Administrator.

### **TERMS OF**

**EMPLOYMENT:** To be established in accordance with Board Policy.

**EVALUATION:** Performance of this job will be evaluated annually by the Business Administrator in accordance with the board's policy on evaluation of non-certified staff.

**APPROVED BY:** Flemington-Raritan Board of Education **REVISED:** 5/21/12

**APPROVED:** 5/8/08, 5/17/12, 8/20/12, 9/15/15