

FLEMINGTON-RARITAN REGIONAL SCHOOLS

JOB DESCRIPTION

TITLE: Accounts Payable-CONFIDENTIAL

QUALIFICATIONS:

1. Three years secretarial experience.
2. Proficiency in the use of computer systems and software essential to the operation of the Business Office such as accounting, database, word processing, spreadsheet and payroll applications.
3. Excellent human relations skills with the ability to organize and motivate people to carry out complex oral and written instructions to exercise sound judgment and perform with a high degree of accuracy and efficiency;
4. Knowledge of all office equipment including computers, copiers, postage and fax machines.
5. Ability to maintain confidentiality.
6. Criminal history background check and proof of U.S. citizenship or legal resident alien status and a complete physical examination.

REPORTS TO: Business Administrator

JOB GOAL: To ensure the efficient performance of the Business Office.

PERFORMANCE RESPONSIBILITIES:

1. Performs all office routines and practices associated with accounts payable and computer operation.
2. Provides necessary Maintenance and Operations secretarial support, including SAIF Incentive Program, accident reporting and insurance claims and miscellaneous correspondence.
3. Provides coordination and scheduling for maintenance department and district-wide training for Right-to-Know, asbestos, etc.
4. Attends to Business Office visitors.
5. Receives Business Office phone calls and records messages.
6. Manages bills; opens all bills, matches bills to designated purchase orders, files or processes for payment; prints bills list and verifies that invoices/purchase orders are properly entered.
7. Manages purchase orders: mails purchase orders to vendors after approval; invoices approved purchase orders that have been fulfilled.
8. Processes checks: prints checks on a monthly basis, as needed or upon request; mails checks to vendors.
9. Communicates with vendors and school staff regarding unpaid invoices, invoice disputes or issues with orders.
10. Reviews vendor statements to reconcile accounts.
11. Transfers funds between accounts upon approval of transfer requests.
12. Adds vendors to Systems 3000, as needed.
13. Types confidential documents, i.e., evaluations and executive session minutes.
14. Reviews all purchase orders and communicates with staff and vendors to ensure all required documentation is provided prior to payment of bills.
15. Assists with preparation of legal documents in response to confidential litigation.

