

**RIVER VALE BOARD OF EDUCATION
RIVER VALE, NEW JERSEY**

JOB DESCRIPTION

TITLE: CONFIDENTIAL ACCOUNTS PAYABLE CLERK

QUALIFICATIONS:

1. High school diploma; bookkeeping training
2. Knowledge of automated office equipment and secretarial skills
3. Strong analytical, communication and interpersonal skills
4. Minimum of three year's experience in bookkeeping or school office work
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: School Business Administrator

JOB GOAL: To serve as the district's accounts payable clerk

Specific Duties and Responsibilities:

1. Supervises and coordinates the efficient work flow of the school system relative to the responsibilities of the business administrator.
2. Performs all accounts payable work as assigned by the business administrator.
3. Supervises and assists in the preparation of all financial correspondence and reports emanating from the business administrator.
4. Maintains district financial records as it pertains to accounts payable.
5. Maintains a regular filing system according to law, administrative code and board policy.
6. Prepares financial reports for the board agenda at the direction of the business administrator.
7. Acts as a liaison between the business administrator and all district vendors.
8. Assist the business administrator in preparing reports required by law, administrative code and board policy.
9. Prepares all purchase orders as required by the business administrator.

10. Process purchase orders, obtain verification of receipt of orders, assemble vouchers and invoices for payment and prepares bills list.
11. Arrange special education transportation schedules with business administrator, type all transportation orders.
12. Prepare pertinent information with business administrator/office staff for annual audit.
13. Obtain quotes as requested or required.
14. Assist in office projects and programs as needed and in the absence of other office personnel.
15. Performs other related duties as may be assigned by the business administrator.

TERMS OF EMPLOYMENT:

Salary and work year to be determined by the Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of noncertified staff.

BOARD APPROVED:

9/7/2010