

Kinnelon Public Schools

Kinnelon, New Jersey



Job Description

TITLE: ACCOUNTS PAYABLE

QUALIFICATIONS:

- High school diploma; courses in bookkeeping, accounting and business mathematics. College degree preferred
- Minimum experience as determined by the board
- Effective bookkeeping skills and demonstrated proficiency in data processing and use of automated office equipment and software packages. SYSTEMS 3000 experience preferred
- Good interpersonal and communication skills. High level of interpersonal skills required to interact with employees, leaders, vendors and others
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable
- Required criminal history check and proof of U.S. citizenship or resident alien status

REPORTS TO: Business Administrator

JOB GOAL: To assist in the administration of the district's business operations so as to provide the maximum services for the financial resources available, with a high degree of responsibility, discretion, and confidentiality, using independent judgment, in addition to routine work necessary for the smooth and efficient operation of the office.

PERFORMANCE RESPONSIBILITIES:

- Control and recording of all requisitions, purchase orders and bills for payment and preparation of related reports.
- Assure district adherence to purchasing and state contract laws in the performance of purchasing activities.
- Print and mail purchase orders.
- Prepare invoices for payment in accordance with New Jersey statutes and Board policy.
- Review invoice batch and edit reports to ensure that payment is accurate, valid, and appropriate.
- Review the Aged Open Invoice Report on a monthly basis for aged invoices that need to be paid.
- Review the Open Purchase Order report for the validity of the Purchase Orders and recommend the closing and finalization of Purchase Orders.
- Manage prior year open purchase orders.
- Match checks with invoices.

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- Mail checks following board approval.
- Verify 1099 data and confirm recipients.
- Perform any other job-related duties as assigned by the Board Secretary/Business Administrator or Superintendent or as requested by policy or regulation.
- Knowledge of SYSTEMS 3000 Accounting Software preferred.