



**MANSFIELD TOWNSHIP SCHOOL DISTRICT  
COLUMBUS, NJ**

**EMPLOYMENT OPPORTUNITY**

**Accounts Payable Clerk – Full Time**

<b>Title:</b>	Accounts Payable Clerk – Full Time
<b>Location:</b>	Mansfield Township School District
<b>Qualifications:</b>	<ol style="list-style-type: none"> <li>1. Associates Degree preferred or high school diploma; Prior experience with accounts payable preferred.</li> <li>2. Proficiency in using Microsoft Office and Google programs, as well as district computer programs for accounting.</li> <li>3. Knowledge of modern office practices, procedures and operation of standard office equipment.</li> <li>4. Knowledge of board office operation and organization plus ability to make reasonable decisions.</li> <li>5. Ability to maintain confidentiality and deal with public and staff with courtesy and tactfulness.</li> <li>6. Minimum two years' experience in general or school office work.</li> <li>7. Required criminal history background check and proof of U.S. Citizenship or legal resident alien status.</li> <li>8. Such alternatives to the above qualifications as the board may find appropriate and acceptable.</li> </ol>
<b>Reports to:</b>	School Business Administrator/Board Secretary
<b>Job Description:</b>	<ol style="list-style-type: none"> <li>1. Support and operate an accounts payable system, Systems 3000, that provides quality service to faculty and staff.</li> <li>2. Responsible for disbursement of funds in accordance with the board policies and procedures.</li> <li>3. Process all invoices and expense reports received for payment through verification, internal approvals and accurate posting of payment.</li> <li>4. Post and generate monthly payments to vendors.</li> <li>5. Prepare monthly bill list for review by board of education at each regular meeting and process checks for mailing.</li> <li>6. Maintain files of all checks and vouchers for audit review and end of year procedures.</li> <li>7. Monitor and investigate vendor statements for issues.</li> <li>8. Provide follow- up on outstanding invoices to ensure payment is made in a timely fashion.</li> </ol>

	<ol style="list-style-type: none"> <li>9. Run Systems Open Purchase Order report to reconcile money to cover for the remainder of year and any purchase orders that may need to be closed.</li> <li>10. Contact staff for open purchase orders that have not been invoiced or received to find out status.</li> <li>11. Process cancellations and closing of purchase orders when needed.</li> <li>12. Maintenance of computerized vendor database including but not limited to additions, deletions and revisions.</li> <li>13. Perform end-of- year procedures for rollover of prior year encumbered balances.</li> <li>14. Coordinates the purchase of all building and maintenance supplies, materials, equipment, and services with the administration. Coordinates the purchase of school supplies, materials, equipment and services with the teachers.</li> <li>15. Responsible for making payments in a timely manner to all agency accounts including, but not limited to, State of New Jersey, US Government, insurance companies, Social Security, pensions, and tax shelters.</li> <li>16. Produce purchase orders, pay purchase orders for the Cafeteria and MVP and student activities.</li> <li>17. Prepare spreadsheet, balance reports and transfer funds taken out of current fund to Cafeteria and MVP checking account.</li> <li>18. Deposit A/R checks, prepare and balance spreadsheets and keep records.</li> <li>19. Oversee and maintain School Specialty information.</li> </ol>
<b>Terms of Employment:</b>	Begins when filled; Monday - Friday, 8am - 4pm
<b>Rate of Pay:</b>	<p>Starting Salary \$57,500.00 - to be based on experience</p> <p>Full time employees are eligible to participate in the following: medical, prescription and dental plans, NJ State administered Retirement System and in the Defined Contribution Retirement Program, tuition reimbursement, possible stipends, sick and personal days and paid time off.</p>

**DEADLINE TO APPLY: July 10, 2026**

*Please note only electronic applications through [AppliTrack](#) will be accepted and considered.*

**AN EQUAL OPPORTUNITY EMPLOYER/AFFIRMATIVE ACTION EMPLOYER**

**POSTING DATE: June 30, 2026**