

OLD BRIDGE TOWNSHIP PUBLIC SCHOOLS

JOB DESCRIPTION

TITLE: JUNIOR BOOKKEEPER – Business Office

The Junior Bookkeeper maintains records of financial transactions by establishing accounts; posting transactions; ensures legal requirements compliance.

CLASSIFICATION: Junior Bookkeeper

QUALIFICATIONS:

1. Possession of a High School Diploma; Associates' Degree in Business/Accounting preferred.
2. Required criminal history check and proof of U.S. citizenship or resident alien status.
3. Minimum of two years' experience in public school accounting is preferred.
4. Data entry skills and proficiency in district computer software platform (word processing, spreadsheet, email, Internet).
5. Knowledge of office equipment.
6. Knowledge of fund accounting principles and practices.
7. Ability to work with numbers accurately and efficiently in an analytical manner with attention to detail.

REPORTS TO: Business Administrator/Board Secretary or designee.

JOB GOAL: *The Junior Bookkeeper maintains records of financial transactions by establishing accounts; posting transactions; ensures legal requirements compliance.*

PERFORMANCE RESPONSIBILITIES:

1. Assists district leadership in the administration of the district's business affairs.
2. Reviews and maintains accounts for all financial transactions for specified operations in accordance with established procedures on a regular and timely basis and at the direction of the Business Administrator/Board Secretary or designee.
3. Assists in the preparation of financial reports by collecting, analyzing, and summarizing account information.
4. Assist the bookkeeper as needed.
5. Assists with the district's annual financial audit.
6. Works with bank officials to investigate and resolve discrepancies in account records.
7. Assists in timely deposits to financial institutions.
8. Maintains physical and computerized files and historical records.
9. Assists with federal, state, and local legal requirements; enforcing adherence to requirements; filing reports; advising management on needed actions.
10. Maintains confidentiality.
11. Interacts in a professional manner with peers and the public.
12. Contributes to team effort by accomplishing related results as needed.
13. Performs other tasks related to the efficient operation of the office and/ or as may be assigned by the School Business Administrator/Board Secretary or designee.

TERMS OF EMPLOYMENT:

Salary and work year to be consistent with the terms established by the Agreement between the Board of Education and the Old Bridge Education Association.

EVALUATION:

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

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job, with reasonable accommodations. If reasonable accommodation cannot be made consistent with law, such persons may not be eligible.

Proposed: August 9, 2016

Adopted: September 20, 2016

Legal References:	NJSA 18A:6-7.1	Criminal history record
	NJSA 18A:16.1	Officers and employees in general
	NJSA 18A:16.2	Physical examinations; requirement
	NJSA 18A:17.2	Tenure of secretarial and clerical employees
	NJSA 10:5-1 <i>et seq.</i>	Law Against Discrimination
	NJAC 6A:23A-6.5	Segregation of duties
	NJAC 6A:23A-6.6	Standard operating procedures for business functions
	NJAC 6A:32-6	Requirements of physical examinations
	8 USCA 1100 <i>et seq.</i>	Immigration Reform and Control Act of 1986