

UNION COUNTY VOCATIONAL-TECHNICAL SCHOOLS

JOB DESCRIPTION

TITLE: **BOOKKEEPER: GRANTS & TUITION SPECIALIST**

REPORTS TO: Business Administrator/Board Secretary

QUALIFICATIONS:

1. High school graduate; courses in bookkeeping, accounting, and/or business mathematics preferred.
2. Effective bookkeeping skills.
3. Demonstrated proficiency in office budgetary software, MS Excel, and Outlook.
4. Good interpersonal communication skills.
5. Elevated analytical and decision making skills.
6. Organizational, critical thinking and problem solving skills.
7. Three years' experience in general or school office work preferred.
8. Alternatives to the above qualifications may be substituted as deemed appropriate by the board of education.
9. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

RESPONSIBILITIES:

To manage the efficient workflow of the business office relative to the coding and verification of district-wide receivables; to oversee the delivery, payments, reports and operations of state and federal grant monies; and, to implement the district-wide student tuition billing process. Utilize integrated computer software. Receive & secure monies, as necessary; Contribute to the efficient and effective operation of the office.

DUTIES:

1. Computes and verifies the accuracy of monthly cash receipt summaries.
2. Traces errors and records adjustments to correct charges or credits posted to incorrect amounts.
3. Assists the grants administrator to ensure fiscal compliance, as required by law, administrative code and board policy by:
 - a. Investigating and resolving discrepancies between delivery and order;
 - b. Processing invoices and mailing payments to vendors;
 - c. Assisting the business administrator in preparing reports, spreadsheet analysis and reviews, as requested;

- d. Maintaining a well-organized, up-to-date filing system for all purchase orders in accordance with State mandates;
 - e. Monitoring expenditure accounts to ensure sufficient funds in meeting current needs; and
 - f. Preparing bill lists and checks on a monthly basis for Board of Education approval.
- 4. Acquires monthly student attendance records from building administrators for monthly tuition billing;
 - 5. Coordinates accuracy of student attendance reports with sending districts;
 - 6. Implements the timely preparation and mailing of monthly tuition bills to ensure continuity in cash flow;
 - 7. Tracks the payment of monthly tuition bills from sending districts;
 - 8. Prepares tuition billing and payment reports for business administrator, as needed.
 - 9. Maintain confidentiality as required and appropriate.
 - 10. Assist and direct visitors in the business office.
 - 11. Provide general office support, including but not limited to handling telephone calls, recording messages, sorting/distributing mail, and assisting with departmental mailings, as necessary.
 - 12. Perform other tasks related to the efficient operation of the office as assigned.

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TERMS OF EMPLOYMENT: Twelve months