

PUBLIC SCHOOLS OF EDISON TOWNSHIP
Office of Human Resources

JOB DESCRIPTION

I. TITLE:

Administrative Secretary – Accounts Payable

II. PRIMARY FUNCTION

In accordance with established procedures, process purchase orders and vendor payments, and Perform duties as assigned for the efficient operation of the office

III. REPORTS TO

Business Administrator/Board Secretary or designee

IV. QUALIFICATIONS

- Must possess general office skills including typing, filing, bookkeeping, and an ability to operate office machines
- Ability to operate a computer
- Good communicative skills in dealing with staff and vendors
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify

V. MAJOR DUTIES AND RESPONSIBILITIES

- Process purchase orders through to final payment
- Perform necessary duties associated with the processing of purchase orders
- Process purchase orders, vouchers, and checks for vendor payments
- Correspond with schools as needed
- Maintain a correspondence file on all vendors
- Receive and route daily correspondence, and also maintain the district postage meter
- Perform such other duties as may be assigned by the Superintendent and/or designee

VI. TERMS OF EMPLOYMENT

12 month position work year and salary as per BOE/ETEA contract

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Job Description/Section VII SECRETARIAL Administrative Secretary - Accounts Payable

APPROVED: November 22, 2010