



**RANDOLPH TOWNSHIP SCHOOLS**  
25 SCHOOL HOUSE ROAD, RANDOLPH, NJ 07869

**JOB DESCRIPTION**

**TITLE:**

Bookkeeper

**REPORTS TO:**

Business Administrator

**QUALIFICATIONS:**

Two years experience as a bookkeeper.

**GENERAL DESCRIPTION:**

The bookkeeper shall have primary responsibility for the placement of orders and the payment of moneys due.

**RESPONSIBILITIES MAY INCLUDE, BUT ARE NOT LIMITED TO:**

1. Processes the purchase request in accordance with office procedures.
2. Obtains quotations from vendors.
3. Prepares bid forms.
4. Determines accounts to be encumbered.
5. Mails orders to vendors.
6. Follows up on late deliveries.
7. Investigates discrepancies between delivery and orders.
8. Resolves damage claims.
9. Processes invoices in accordance with district regulations.
10. Resolves discrepancies between order and invoice.
11. Mails payments.
12. Maintains files associated with her job.
13. Performs such other tasks and assume such other responsibilities as assigned by the Business Administrator.

**WORK YEAR:** Twelve-month position.

**DATE APPROVED:**

February 19, 2013

**BY:**

Board of Education