

WATCHUNG BOROUGH PUBLIC SCHOOLS

JOB DESCRIPTION

JOB DESCRIPTION: BOOKKEEPER

REPORTS TO: BUSINESS ADMINISTRATOR/BOARD SECRETARY

PERFORMANCE

RESPONSIBILITIES:

1. Prepare and enter purchase orders
2. Process requisitions entered by district personnel
3. Print purchase orders
4. Separate, match, mail, file and distribute PO's to schools, etc.
5. Prepare invoices for payment in accordance with New Jersey statutes and Board policy
6. Prove batch totals
7. Run reports
8. Print checks
9. Manage prior year open purchase orders
10. Match checks with invoices
11. Mail checks following Board approval
12. Manage audit trail for all checks and warrants
13. Prepare sample bill list to be distributed at monthly Board of Education meetings
14. Print and distribute reports to Board of Education members
15. Respond to inquiries from a multiple of vendors
16. Assist and troubleshoot district-wide Fund Accounting users
17. Prioritize high volume of mail
18. Cancel open purchase orders at year end
19. Encumber purchase orders
20. Process fixed assets
21. Prepare and print manual checks as directed
22. Verify 1099 data and confirm recipients
23. Prepare various reports for auditors
24. Prepare and analyze accounts at budget preparation as directed
25. Perform account analysis as needed
26. Maintain confidentiality in all aspects of the job
27. Assist in the preparation and administration of the Annual School Budget
28. Assist Business Administrator with district purchasing program; including quotes, bids, State contracts and cooperative purchasing
29. Assist Business Administrator with coordination of student transportation; including quotes, bids, jointures, contracts and regulatory compliance
30. Assist Business Administrator with managing tuition accounts including budgeting, billing and attendance
31. Assist Business Administrator with facility usage by outside groups
32. Assist the Business Administrator with Grant Programs; including application, awards, accounting and monetary compliance
33. Any other business related duties as assigned by the Business Administrator
34. Processing accident reports, payroll vouchers and invoices
35. Issues vouchers for Board purchases
36. Assists Business Administrator in preparation of the annual budget and budget forecasts
37. Manages the schools' internal funds, as directed
38. Assists other Administrators in the preparation and reporting for special projects/grants
39. Prepares monthly Board Reports for the Business Administrator
40. Collects fees and other monies due the Board of Education

41. Assists in the management of all cash accounts in all funds and accounts for all financial transactions
42. Perform daily backup for Fund Accounting
43. Schedule and secure programs and system updates from Systems 3000
44. Assist Accounting Manager in fund accounting programs
 - a. Create file transfers for check reconciliations
 - b. Create new budget
 - c. Process year-end rollover
 - d. Encumber payroll
45. Provide reports for year-end audit
46. Prepare purchase bid specifications
47. Prepare and obtain quotes in compliance with district policy and procedures
48. Maintain State contract, cooperative, bid, and quote vendors, along with allowable items and services
49. Ensure purchase requisitions are in compliance with District policy
50. Prepare and enter purchase orders
51. Process requisitions entered by district personnel
52. Print purchase orders
53. Separate, match, mail, file and distribute PO's to schools, etc.
54. Prepare invoices for payment in accordance with New Jersey statutes and Board policy
55. Prepare and run monthly reports as required
56. Match checks with invoices
57. Mail checks following Board approval
58. Assist and troubleshoot district requisitioners
59. Prepare and print manual checks as directed
60. Cross-trained in various functions within the Central Office
61. Any other duties as assigned by the administrator/supervisor

Note: All functions are deadline driven.

TERMS OF

EMPLOYMENT: Contract is for twelve months, with conditions set by the Board of Education.

APPROVED: January 2, 2019