

**CUMBERLAND REGIONAL SCHOOL DISTRICT  
SEABROOK, NEW JERSEY**

**JOB DESCRIPTION**

**BOARD OFFICE CLERK**

**QUALIFICATIONS**

1. High school diploma.
2. Prior experience using computerized business office accounting and personnel/payroll software.
3. Training and experience in accounting and bookkeeping, data input and financial software packages such as Microsoft Excel and Word.
4. Ability to use word processing software accurately at a minimum of forty (40) words per minute.
5. Ability to understand and follow oral and written instructions, and to work on assigned tasks with minimal direction.
6. Ability to operate all office equipment.
7. Knowledge of spelling, punctuation, grammar and arithmetic.
8. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

**REPORTS TO**

Business Administrator/Board Secretary.

**JOB GOAL**

To maximize the effectiveness of the business office operations.

**PERFORMANCE RESPONSIBILITIES**

1. Responsible for the managing and processing of purchase orders, including preparing purchase orders from requisitions, reviewing electronic requisitions for completeness and accuracy, verifying proper purchase order documentation and following up on incomplete orders.
2. Check incoming invoices for correctness, including tuition, transportation and general purchases.
3. Prepare purchase order list, bill list and other documents for each regular Board meeting.
4. Prepare district invoicing for items such as field trips and transportation.
5. Process and distribute agency payments to vendors.
6. Maintain and verify all vendors required documentation including W-9's and Business Registration Certificates.
7. Maintain and verify records of employee's weekly attendance.
8. Provide attendance reports as needed for staff evaluations and yearly attendance recognition.
9. Create new school year staff calendars and prepare records for yearly rollover.
10. Set up and maintain files, accounts and ledgers required by the Business Administrator.
11. Order and maintain office supplies and office equipment as needed.

12. Maintain petty cash account.
13. Provide support for processing payroll and all related tasks, transfers, reconciliations and reports.
14. Provide support for the food service account including bank reconciliation, A/P.
15. Provide support in processing and maintaining records of all requests for building usage by District groups and the general public.
16. Provide support to other support staff as needed.
17. Process staff course reimbursements and staff travel reimbursements.
18. Provide general office support, including mail processing, copying, telephone, admitting visitors, and various tasks as assigned by the Business Administrator.
19. Keep supervisor informed of work progress and unusual problems/delays in completion of any assigned work.
20. Use work time in a productive manner toward completion of assigned tasks, and completes routine tasks by established deadlines.
21. Perform such other duties as may be assigned.

### **TERMS OF EMPLOYMENT**

Twelve-month contract. Salary and work year to be determined by the Board of Education in consultation with the administration.

### **EVALUATION**

Performance of this job will be evaluated twice each year by the School Business Administrator/Board Secretary using the district's evaluation instrument.

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APPROVED BY:	<b>Cumberland Regional Board of Education</b>
DATED:	<b>June 25, 2009</b>
AMENDED:	<b>February 12, 2009</b>
AMENDED:	<b>June 25, 2009</b>
AMENDED:	<b>September 22, 2011</b>
AMENDED:	<b>September 28, 2017</b>