

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

JOB DESCRIPTION

BOARD OFFICE CLERK II

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. Able to prioritize workload, keep organized and follow-up on many items.
5. 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. Prepare and maintain Board Agendas, Highlights, Minutes and other related items.
2. Maintain food service account, initiate purchase orders and preparing accounts payable.
3. Process and maintain records of all requests for building usage by district groups and the general public.
4. Responsible for regular, athletic, school related activities, choice and private student transportation verification, invoicing, bidding and contracts.
5. Maintain records of employee attendance and provide attendance reports as needed for staff evaluations and yearly attendance recognition.
6. Provide support for processing payroll and all related tasks, transfers, reconciliations and reports.
7. Provide general office support, including mail processing, copying, telephone, admitting visitors, and various tasks as assigned by the Business Administrator.
8. Provide support for 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.
9. Provide support to verify invoices for correctness, including tuition, health, prescription and dental bills.
10. Provide support for preparing purchase order lists, bill lists and other documents for each regular Board meeting.
11. Provide support to process and distribute agency payments to vendors.

12. Provide support to other staff as needed.
13. Keep supervisor informed of work progress and unusual problems/delays in completion of any assigned work.
14. Perform such other duties as may be assigned.

TERMS OF EMPLOYMENT

Full-Time: Twelve month salaried employee. Vacations, salaries, benefits, and overtime as per contract.

Part-Time: Twelve month hourly employee up to a maximum of 29 $\frac{3}{4}$ hours per week. No health benefits or paid days.

EVALUATION

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

APPROVED BY:	Cumberland Regional Board of Education
DATED:	June 23, 2016
AMENDED:	August 24, 2017
AMENDED:	December 20, 2018