UNION COUNTY EDUCATIONAL SERVICES COMMISSION
45 Cardinal Drive
Westfield, New Jersey 07090

JOB DESCRIPTION

Title: **Nonpublic Accounts Receivable/Bookkeeper**

Reports to: Nonpublic Services Director and Supervisors of
                                              Instruction

Terms of Employment: Full-time, 12 months

Qualifications:

1. High School Diploma with some successful post-secondary education and/or a background in accounts receivable/bookkeeping

2. Strong use of Excel/Google Sheets

3. Valid New Jersey Driver License

4. Ability to communicate effectively with administrators, nonpublic school principals, teachers, secretaries, and support staff

5. Strong verbal and written and communication skills

6. Strong organizational skills

7. Skills in typing, data entry and word processing

8. Ability to troubleshoot hardware and software problems

9. General knowledge of New Jersey special education guidelines

10. Willingness to learn and implement New Jersey Nonpublic Special Education guidelines and procedures

11. Ability to learn the UCESC software programs

12. Ability to facilitate multiple tasks on a daily basis

Responsibilities:

1. Highly trained in Edumet & maintains all aspects of Edumet including but not limited to:

   a. Entering and ensuring accuracy of each student service for billing each month
   b. Prepare and track all orders and requisitions for all schools and districts as well as for nonpublic staff.
   c. Tracking of all requisitions, invoices, bills paid, etc.
   d. Maintain spreadsheets of allocations for each nonpublic school and district and follow up with ordering and funding for

      i. Textbook
      ii. Technology
      iii. Security
      iv. Nursing Hours
      v. Title 1 allocations
      vi. IDEA
      vii. EANS or other grant/funding programs as needed
      viii. Track and process timesheets for all hourly nonpublic employees

2. Cross-trained in Frontline, personnel and other office needs to assist as needed.

3. To perform all related duties as assigned.