

WATERFORD TOWNSHIP BOARD OF EDUCATION

Job Description

TITLE: Building Secretary/Accounts Payable

FLSA CLASSIFICATION: Hourly (Non-Exempt)

QUALIFICATIONS:

1. High school diploma required, courses in bookkeeping, accounting, and business mathematics preferred
2. Post-high school professional training preferred
3. Knowledge and proficiency in the use of computers and various word processing programs and database programs
4. Previous school office experience preferred
5. Excellent verbal and written communication skills
6. Excellent organizational skills
7. Strong attention to detail
8. Ability to meet deadlines
9. Ability to work effectively with students, staff, parents, outside agencies and community groups
10. Ability to maintain confidentiality as required and appropriate
11. Required criminal history check and proof of U.S. citizenship/resident alien status
12. Such alternatives to the above as the Board may find appropriate and acceptable

REPORTS TO: Building Principal / Business Administrator

JOB GOAL:

To ensure the smooth and efficient operation of the school so that the office's maximum positive impact on the education of children can be realized. Responsible for the financial processing of transactions for the school district with duties that include daily bookkeeping record keeping, financial reporting and reconcile/verify the district's invoices.

PERFORMANCE RESPONSIBILITIES:

Building Secretary

1. Acts as a receptionist/greeter for the school:
 - a. Greets students, parents, staff and visitors in a courteous manner.
 - b. Determines the nature of the visit, follows appropriate security protocol and directs the visitor to the appropriate destination.
 - c. Controls the signing in and out of students, visitors and staff.
 - d. Answers and directs incoming phone calls to appropriate individuals

2. Distributes mail and handles correspondence of the office, responding to routine requests for information, word processing, and proofing letters and responses.
3. Submits, monitors and maintains records for work orders via SchoolDude.
4. Arranges appointments and maintains building calendar.
5. Creates and maintains a clean, attractive, orderly, safe, and efficient office environment.

Accounts Payable Secretary

1. Match invoices to receiving reports.
2. Present voucher package to Assistant Superintendent for Business for approval.
3. Enter invoices and payments into district software.
4. Track credits owed to the district and ensure credits are properly applied to vendor payments.
5. Reconcile statements to open purchase orders.

PHYSICAL REQUIREMENTS:

Position holder must be able to see documents clearly, communicate effectively, have enough dexterity to use office equipment, and to sit for long periods of time and occasionally be able to lift up to 10 lbs.

TERMS OF EMPLOYMENT:

Twelve-month position. Salary to be determined by the Board of Education.

ANNUAL EVALUATION:

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the Board of Education's policy on evaluations.

I acknowledge that I have read and understand the requirements of my job as noted above.

Signature

Printed Name

Date