

**CUMBERLAND REGIONAL SCHOOL DISTRICT****JOB DESCRIPTION****BOARD OFFICE CLERK II  
(Confidential Employee)****JOB GOAL**

To maximize the effectiveness of the business office operations.

**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, including Microsoft Excel and Word.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

**DUTIES/RESPONSIBILITIES**

1. Prepare and maintain Board Agendas, Highlights, Minutes and other related items.
2. Maintain food service account, initiate purchase orders and prepare 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. Adhere to related Federal laws, New Jersey school law, State Board of Education rules and regulations, Board of Education policies, regulations and procedures.
15. Perform such other duties as may be assigned.

**REQUIRED SKILLS/ABILITIES**

1. Detail-oriented and professional.
2. Excellent written and verbal communication skills.
3. Proficient with Microsoft Office Suite and other job-related software.
4. Working knowledge of office procedures and the operation of common office equipment and machines.
5. Basic understanding of clerical procedures and systems such as recordkeeping and filing.
6. Basic understanding of accounting principles and purchase order process.
7. Ability to work independently and reliably.
8. Ability to type accurately at a minimum of fifty (50) words per minute.
9. Ability to interact with people with great tact, poise and courtesy.
10. Ability to organize, prioritize and follow up on multiple tasks.
11. Ability to accept and follow verbal/written direction for projects/tasks and work through to a successful completion.
12. Regular attendance.
13. Prolonged periods sitting at a desk and working on a computer.
14. Ability to lift up to 50 pounds at a time on occasion.

### **REPORTS TO**

Business Administrator/Board Secretary.

### **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 <sup>3</sup>/<sub>4</sub> hours per week. No health benefits.

### **EVALUATION**

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

\*This job description is subject to change at any time.

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APPROVED BY:	<b>Cumberland Regional Board of Education</b>
DATED:	<b>June 23, 2016</b>
AMENDED:	<b>August 24, 2017</b>
AMENDED:	<b>December 20, 2018</b>
AMENDED:	<b>November 20, 2024</b>