

CUMBERLAND REGIONAL SCHOOL DISTRICT**JOB DESCRIPTION****BOARD OFFICE CLERK
(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 preferred.
3. Training and experience in accounting and bookkeeping, data input and financial software packages, including Microsoft Excel and Word.
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

DUTIES/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. Adhere to related Federal laws, New Jersey school law, State Board of Education rules and regulations, Board of Education policies, regulations and procedures.
- 22. 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. Thorough understanding of accounting principles and purchase order process.
- 7. Ability to work independently and reliably.
- 8. Ability to type accurately and efficiently.
- 9. Ability to interact with people with great tact, poise and courtesy.
- 10. Ability to organize and prioritize 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 25 pounds at a time on occasion.

REPORTS TO

Business Administrator/Board Secretary.

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 utilizing the district’s evaluation instrument.

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

APPROVED BY: **Cumberland Regional Board of Education**
 DATED: **June 25, 2009**
 AMENDED: **February 12, 2009**
 AMENDED: **June 25, 2009**
 AMENDED: **September 22, 2011**
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