

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

Coordinator
1871 Accounts Payable Coordinator
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JOB TITLE: ACCOUNTS PAYABLE COORDINATOR

REPORTS TO: Assigned Supervisor

NATURE AND SCOPE OF JOB:

The Accounts Payable Coordinator provides support to the assigned supervisor in the administration of the area of Accounts Payable. Performing a variety of supplementary services which include but is not limited to processing, reviewing financial documents, drafting letters, creating spreadsheets, and other written communications. Duties will include processing of confidential information, legal settlements, transportation & health benefits. Along with maintaining other functions pertinent to the supervisor's assignments.

QUALIFICATIONS:

The Accounts Payable Coordinator shall:

1. Have graduated from a four-year high school program.
2. Have experience in document processing.
3. Be flexible to work beyond normal work hours and work week.
4. Have five years experience in financial data processing.
5. Be literate in Accounts Payable and Accounts spreadsheet software.
6. Have working knowledge of basic office procedures and the operation of common office equipment and machines.
7. Be computer proficient in MS Word, Access and Excel, and other regarded programs.
8. Have the ability to maintain suitable records and files.
9. Have excellent leadership and organizational skills and the ability to motivate people.
10. Have excellent integrity and demonstrate good moral character and initiative.
11. Exhibit a personality that demonstrates interpersonal skills to relate well with vendors, staff, administration, parents and the community.

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12. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
13. Be a self-starter, show initiative, and be able to work independently.
14. Demonstrate willingness to perform administrative functions including but not limited to filing, photocopying and distribution of documents.
15. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
16. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
17. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
18. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
19. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources.
4. Employment interview.

EMPLOYMENT TERMS:

The Accounts Payable Coordinator shall be employed under the following terms:

1. Work year of twelve months.
2. Salary or hourly wage, benefits and leave time as specified in the written contractual agreement with the Board.

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3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Accounts Payable Coordinator shall:

1. Maintain all incoming mail, telephone calls, messages, emails, providing excellent customer service, and any other duties assigned to the department.
2. In collaboration with the Purchasing and Accounting departments, ensure proper posting of all regular accounts.
3. Gather confidential information pertaining to OPRA requests
4. Compile confidential and non-confidential documents needed prior to processing payments. Match all required documents for payment to vendor, invoices, and purchase orders, receiving copies and signed authorized voucher for vendors.
5. Verify unit cost, ensure invoice mirrors purchase order, check for concealed shortages, make adjustments when needed and confirm all Business Registration Certificates.
6. Ensure all purchase orders are properly completed for processing before posting any payments.
7. Review invoice batch and edit reports to ensure that payment is accurate, valid, and appropriate.
8. Prepare all finalizing payment packets with pre-payment review approval forms and signature.
9. Prepare all payment packets inter-filing alphabetically for the finance committee's approval.
10. Be capable and knowledgeable in processing printed checks, for backup proposes only. Making sure copies of all checks are photocopied and accountable.
11. Prepare all Board Resolution Forms to be distributed to administrators, legal department and State District Superintendent for signature approval.
12. Ensure that all payment packets have the correct check copy attached and that the addresses are correct.
13. Operate electronic and other equipment needed to carry out job functions and responsibilities
14. Perform administrative functions including filing all payment packets for future reference.
15. Review the aged open Purchase Order report on a monthly basis that may require processing.

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16. Review the open Purchase Order report for validity of the Purchase Orders and recommend the closing and finalization of Purchase Orders.
17. Close completed Purchase Orders as approved.
18. Review all vendor statements on a monthly basis for discrepancies.
19. Attend required meetings and serve, as appropriate on staff committees.
20. Provide administrative assistance to all office staff.
21. Update and maintain website for all new Travel Regulations that pertain to travel reimbursements.
22. Manage and audit our high school athletic funds for encumbrances.
23. Notify and assist the administration and appropriate emergency personnel of any emergency, and potentially dangerous or unusual situations, following Policy and Regulation 8441, Care of Ill and Injured Pupils.
24. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
25. Protect confidentiality of records and information about staff and use discretion when sharing any such information within legal confines.
26. Observe strictly, to avoid the appearance of conflict, all requirements of the School Ethics Act (N.J.S.A. 18A:12-21 et. seq.) regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
27. Adhere to federal statutes and regulations, New Jersey school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
28. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Assigned Supervisor and not otherwise prohibited by law or regulation.

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PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

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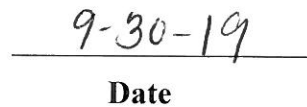
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EVALUATION:

The assigned Supervisor shall evaluate the Accounts Payable Coordinator in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.


Approved


Date