

# **JOB DESCRIPTION**

## **PATERSON BOARD OF EDUCATION**

### **TECHNOLOGY/COMPUTER CENTER**

**5045 Accountant - Technology**

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**JOB TITLE:** ACCOUNTANT – Department of Technology

**REPORTS TO:** Director of Business Applications

**SUPERVISES:** Assigned Staff

#### **NATURE AND SCOPE OF JOB:**

The Accountant performs the work involved in monitoring, collecting, maintaining and reporting of grant and contract information. The Accountant will work with technology staff, interact with various schools and units throughout the District and monitor third party service providers.

#### **QUALIFICATIONS:**

The Accountant shall:

1. Hold a Bachelor's Degree in Accounting, Finance, Public Administration or Business Administration from an accredited college or university.
2. Applicants who do not possess required education may substitute a related Bachelor's Degree or experience as indicated.
3. Have three (3) years of professional accounts payable, auditing, payroll, accounting, budgeting or managerial experience.
4. Hold a valid driver's license with no serious violations.
5. Have excellent integrity and demonstrate good moral character.
6. Exhibit a personality that demonstrates interpersonal skills to relate well with staff, administration and the community.
7. Demonstrate the ability to read, write, speak, understand and/or communicate in English sufficiently to perform the duties of this position.
8. Demonstrate the ability to use electronic equipment for work processing, data management, information retrieval, visual presentations and telecommunications.

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9. 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.
10. 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.
11. 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.
12. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
13. Meet such alternatives to the above qualifications as the Superintendent may deem appropriate, acceptable and legal.

#### VERIFICATIONS 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.
5. Official College Transcripts.

#### EMPLOYMENT TERMS:

The Accountant shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, leave time and conditions as negotiated.
3. Conditions established by Laws and Codes of the State, Policies, Rules, and Regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).

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### JOB FUNCTIONS AND RESPONSIBILITIES:

The Accountant shall:

1. Monitor third party service providers and support assigned unit by collecting and maintaining vendor financial information consistent with the executed contract.
2. Supervise assigned staff.
3. Make inspections of vendor documents and records to ensure compliance to internal guidelines.
4. Provide compilations of statement and reports.
5. Conduct of investigations, examinations and other inquiries of vendor and unit accounts, records and prepare various reports.
6. Prepare financial, budget and statistical tabulations.
7. Interpret and enforce contracts.
8. Review and approve payments to third party service providers.
9. Assist in drafting third party contracts.
10. Assist with designing, revising and installing data collection systems.
11. Perform work involved in the collection of financial summaries and other statements.
12. Apply and adhere to New Jersey Laws and Regulations for accounting in school districts.
13. Use computers and/or electronic equipment to fulfill job functions.
14. Display the highest ethical and professional behavior in working with school personnel, and outside agencies associated with the school.
15. Participate in appropriate in-service and workshop programs and attend any required meetings.
16. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.

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17. 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.
18. Perform any duties and responsibilities that are within the scope of employment, as assigned by their supervisor, and not otherwise prohibited by law or regulation.
19. Answers phones, strong knowledge of Edumet and Excel.

#### 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.

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#### 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.

#### EVALUATION:

The Director of Business Applications shall evaluate the Accountant 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