

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

FACILITIES/GROUNDS/OPERATIONS

4264 Reconciliation Analyst

Page 1 of 5

JOB TITLE: RECONCILIATION ANALYST

REPORTS TO: Supervisor of Central Storage

NATURE AND SCOPE OF JOB:

The Reconciliation Analyst reviews, monitors, prepares and reconcile contract documents to ensure payment and accurate, timely, valid and appropriate with regard to all contract accounts.

QUALIFICATIONS:

The Reconciliation Analyst shall:

1. Hold a Bachelor's Degree from an accredited college or university. Applicants who do not possess required education may substitute a related experience or additional education as indicated.
2. Have a minimum of two (2) years experience in Reconciliation.
3. Hold a valid driver's license with no serious violations.
4. Have excellent integrity and demonstrate good moral character.
5. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
6. Demonstrate the ability to read, write, speak, understand and/or communicate in English sufficiently to perform the duties of this position.
7. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual presentations and telecommunications. Proficiency with Microsoft Office including Word, Excel, Access and PowerPoint preferred. Experience working with a computerized Maintenance Management System (CMMS) is required.
8. 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.
9. 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.

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

FACILITIES/GROUNDS/OPERATIONS

4264 Reconciliation Analyst

Page 2 of 5

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

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 and other professional sources.
4. Employment interview.

EMPLOYMENT TERMS:

The Reconciliation Analyst shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, leave time and conditions as specified.
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 DESCRIPTION

PATERSON BOARD OF EDUCATION

FACILITIES/GROUNDS/OPERATIONS

4264 Reconciliation Analyst

Page 3 of 5

JOB FUNCTIONS AND RESPONSIBILITIES:

The Reconciliation Analyst shall:

1. Assist the Central Storage Supervisor with the monitoring of all purchase orders received at Central Storage.
2. Provide computerized inventory lists for each skid in location throughout the warehouse. (Example math, science, computers etc.)
3. Assist the Central Storage Supervisor with the monitoring of all maintenance to all trucks and vans. If need be, available to drop off and pick-up vehicles from dealer.
4. Bring to the attention of the Central Storage Supervisor any concerns or irregularities.
5. Propose and document ideas for improvement in our area.
6. Initiate reports for paper distribution and old computers being picked up throughout the district and stored at Central Storage.
7. Create weekly transmittal of complete Purchase Orders, so Purchase Orders could be sent down to Accounts Payable for Payment.
8. Work closely with Central Storage Supervisor in the initiation of the new tracking and inventory System at Central Stores. Valid and appropriate with regard to all account number budget itemization for the department.
9. Serve as a resource person for Central Stores providing shippers to all drivers for all items leaving our location. Organizing of all shippers by School or Department for Central Stores Records to create paper trail for auditing purposes.
10. 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.
11. 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.

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

FACILITIES/GROUNDS/OPERATIONS

4264 Reconciliation Analyst

Page 4 of 5

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.

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

FACILITIES/GROUNDS/OPERATIONS

4264 Reconciliation Analyst

Page 5 of 5

EVALUATION:

The Supervisor of Central shall evaluate the Reconciliation Analyst 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.

Dr. Michael Glascoe

Approved

6-13-2008

Date

Signature on file in Human Resource Services.