

# JOB DESCRIPTION

## PATERSON BOARD OF EDUCATION

**FOOD SERVICES**  
**4309B Assistant Accountant**  
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**JOB TITLE:** ASSISTANT ACCOUNTANT

**REPORTS TO:** Director of Food Services or designee

**SUPERVISES:** Food Services Accounting Personnel

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

The Assistant Accountant accurately maintains and monitors all accounting records for the Department of Food Services.

### **QUALIFICATIONS:**

The Assistant Accountant shall:

1. Hold a Bachelor's degree from an accredited college or university in accounting or related field.
2. Have experience in budget application and processing.
3. Have five years of financial data processing experience.
4. Hold and maintain a valid driver's license with no serious violations.
5. Be organized, self-motivated and dependable.
6. Be able to work beyond the normal work hour and/or workweek.
7. Work well in an office environment and with diverse groups.
8. Maintain a positive attitude at all times.
9. Have very good communication skills (oral/written).
10. Have excellent integrity and demonstrate good moral character and initiative.
11. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
12. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
13. 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.

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14. 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 persons offense in accordance with 18A:6-7.1.
15. 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.
16. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
17. 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. Letters of reference from former employers, teachers, or other professional sources.
4. Employment interview.

## **EMPLOYMENT TERMS:**

The Assistant 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 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 Assistant Accountant shall:

1. Assist with budget preparation.
2. Monitor Accounts Receivable ensuring that proper posting of all vendor invoices are accurate and complete using the spreadsheets and verifying information through the finance department.
3. Monitor Accounts Payable ensuring that all purchase requisitions and orders, transfers and payments are accurate and complete using the Edumet Computer System.
4. Ensure that correct budget accounts are charged for all transactions.

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5. Monitor disbursements on a monthly basis for each account ensuring that spending does not exceed budget.
6. Monitor all alternate program billing (special functions, after-school program, etc.).
7. Reconcile all bank statements with bank deposits.
8. Reconcile all vendor statements with invoice copies.
9. Ensure that all financial reports are in compliance with all internal and external audits.
10. Monitor Federal and state reimbursement.
11. Monitor all other revenue and interest.
12. Assist and monitor payroll preparation.
13. Maintain all other accounting records as deemed necessary by the Director and/or Assistant Director.
14. Create and foster a positive attitude with all vendor, state and local agencies.
15. Create and foster a positive attitude with colleagues and food service personnel.
16. Be accurate and thorough when completing assignments.
17. Be computer literate in Accounts Payable systems and PC spreadsheet software.
18. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
19. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
20. Participate in appropriate in-service and workshop programs and attend any required meetings.
21. Use computers and/or electronic equipment to fulfill job functions.
22. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
23. Adhere to federal statutes and regulations, New Jersey school law, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
24. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Director of Food Services or designee, and not otherwise prohibited by law or regulation.

## **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.

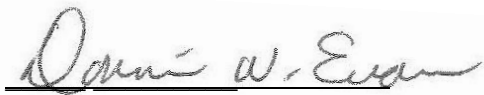
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### EVALUATION:

The Director of Food Services or designee shall evaluate the Assistant 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

6/15/2015  
Date