

# JOB DESCRIPTION

## PATERSON BOARD OF EDUCATION

**FOOD SERVICES**  
**4309B - Assistant Accountant**  
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### REVISED

**JOB TITLE:** ASSISTANT ACCOUNTANT – Food Services

**REPORTS TO:** ACCOUNTANT – Food Services

### NATURE AND SCOPE OF JOB:

Under the direction of the Food Services Accountant, the Assistant Accountant for Food Services will assist in maintaining the AP/AR functions of the department.

### QUALIFICATIONS:

The Assistant Accountant shall:

1. Have earned a high school diploma or equivalent.
2. Have one (1) year of accounting experience
3. Demonstrate excellent data skills with the ability to type at least 50 words per minute with minimal errors.
4. Be flexible to work beyond normal work hours and work week.
5. Have excellent organizational skills and the ability to work independently.
6. Have excellent integrity and demonstrate good moral character and initiative.
7. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
8. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
9. Demonstrate the ability to use computers for word processing, data management and telecommunications.
10. 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.
11. 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.

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12. 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.
13. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
14. 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, 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. Review and verify vendor packets to ensure proper documentation.
2. Assist Accountant with reconciling vendor invoices and statements to match bid pricing and purchase order.
3. Process all vendor invoices in ALIO
4. Generate and review edit report and invoice matching report.
5. Respond to vendor inquiries as necessary.
6. Work with Central Office Accounts Payable to establish year-end purchase order analysis and to determine anticipated liabilities.

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7. Review and verify foodservice vendor log to reflect correct bid pricing, product availability and inventory levels.
8. Order, distribute and track bank bags for all school locations.
9. Order, distribute and track parking ticket booklets for foodservice staff.
10. Prepare Bill List for all AP batches.
11. Assist Accountant with bookkeeping work associated with special/catering functions, grants, payroll, deposits and reimbursements.
12. Sort and file bank statements, vouchers, requisitions and other accounting reports as deemed appropriate by the Accountant.
13. Assist Accountant in compiling accounting documents for audits.
14. Use computers and/or other electronic equipment to fulfill job functions.
15. Work with Central Office Accounts Payable to ensure that all vendors are paid on a timely basis in agreement with terms of invoice, contracts, pricing discounts, price quotes and federal, state and private grants.
16. Provide oral/written input as to the status of AP processing to the Accountant.
17. Able to work independently with minimal supervision.
18. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
19. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
20. Participate in appropriate in-service and workshop programs and attend any required meetings.
21. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion when sharing any such information within legal confines.
22. 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.
23. 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 manner the required annual disclosure statement regarding employment and financial interests.

24. 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.

## **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 his/her 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.

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Approved

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Date