

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

BUSINESS OFFICE
4507 Supervisor of Accounts Payable
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JOB TITLE: SUPERVISOR OF ACCOUNTS PAYABLE

REPORTS TO: Business Administrator or designee

SUPERVISES: Accounts Payable Office Personnel

NATURE AND SCOPE OF JOB:

The Supervisor of Accounts Payable is responsible to review, prepare, and process documents to ensure payment is accurate, timely, valid, and appropriate.

QUALIFICATIONS:

The Supervisor of Accounts Payable shall:

1. Hold a high school diploma or its equivalent.
2. Have two to three years' experience in Accounts Payable processing.
3. Have flexibility to work beyond normal work hours and work week.
4. Have one to two years' of financial data processing experience.
5. Be computer literate in Accounts Payable systems and PC spreadsheet software.
6. Hold a valid driver's license with no serious violations.
7. Have excellent integrity and demonstrate good moral character.
8. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
9. Demonstrate the ability to read, write, speak, understand and/or communicate in English sufficiently to perform the duties of this position..
10. Demonstrate the ability to use electronic equipment for work processing, data management, information retrieval, visual presentations, and telecommunications.
11. 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.
12. 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.

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13. 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
14. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4..
15. 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 Supervisor of Accounts payable 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, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Supervisor of Accounts Payable shall:

1. Review invoice batch and edit reports to ensure that payment is accurate, valid, and appropriate.
2. Review the Aged Open Invoice Report on a monthly basis for aged invoices that need to be paid.
3. Review the Open Purchase Order report for the validity of the Purchase Orders and recommend the closing and finalization of Purchase Orders.
4. Reconcile the Aged Open Invoice Report to Accounts Payable account in the General Ledger.
5. Close completed Purchase Orders as approved.

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6. Match all required documents for payment to vendor invoice, purchase order receiving copy, and signed and authorized vendor voucher for assigned vendors.
7. Determine that all payment packets are applied to the appropriate purchase order.
8. Input purchase orders, receiving copies, and vendor invoices into the Accounts Payable automated system.
9. Prepare and document ideas for improvement in the area of Accounts Payable.
10. Research, resolve and respond to vendor and/or district inquiries promptly and in a positive manner.
11. Use computers and/or electronic equipment to fulfill job functions.
12. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
13. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
14. Participate in appropriate in-service and workshop programs and attend any required meetings.
15. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
16. 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.
17. 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.

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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.

EVALUATION:

The Business Administrator or designee shall evaluate the Supervisor of Accounts Payable 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. Edwin Duroy

Approved

12-10-2003

Date

Signature on file in Human Resource Services.