

## NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL DISTRICT

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**TITLE:** ACCOUNTS PAYABLE CLERK

**QUALIFICATIONS:**

1. B.A. Degree required in Accounting, Business or Finance or Equivalent Work Experience
2. Knowledge of Microsoft Word and Microsoft Excel
3. Required criminal history check and proof of U.S. citizenship or legal resident alien status

**REPORTS TO:** Business Administrator

**JOB GOAL:**

To assist the business administrator in ensuring that the financial responsibilities of the district are fulfilled in the required manner that is compliant with state and auditor recommendations.

**ESSENTIAL JOB FUNCTIONS:**

1. Follows the directions of the Business Administrator.
2. Maintains accounts for bills as assigned and prepares the bill list for Board of Education approval.
3. Establishes new vendor accounts and obtains all relevant documentation such as Business Reg. Certif., TIN #, Political Contrib. Discl. and EEO Certif. of Empl. Information.
4. Processes purchase orders, related documents, and vouchers for payment.
5. Submits bills for payment.
6. Maintains subsidiary spreadsheets and binders for special education and transportation related purchase orders/contracts.
7. Maintains all purchase orders, vouchers, invoices and related documentation in an accurate and timely manner.
8. Allocates items to a variety of accounts according to prescribed classifications.
9. Coordinates school supply orders with district software applications.
10. Reviews and closes purchase orders in a timely and accurate manner throughout the school year.

11. Participates in in-district Professional Development Days as needed and required.
12. Adheres to and upholds school rules, administrative regulations, and Board of Education policies.
13. Collaborates with staff members as needed and required to handle various student, parent/guardian, and staff situations.
14. Maintains subsidiary spreadsheet analyses for major contracts such as OOD tuition, related services, extraordinary services and transportation.
15. On an ongoing basis and at year-end assists in purchase order closing and accrual transactions.
16. As directed by the Business Administrator posts journal entries to the general ledger accounting system on a recurrent basis to insure timely, accurate interim financial reports.
17. Completes other duties as assigned by the Business Administrator.

**TERMS OF  
EMPLOYMENT:**

Salary and work year to be determined by the Board of Education

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

BOE APPROVED: 10/2/17  
2<sup>nd</sup> Reading: 10/16/17