

## GREAT MEADOWS REGIONAL BOARD OF EDUCATION JOB DESCRIPTION

**TITLE:** ACCOUNTS PAYABLE/RECEIVABLE

**QUALIFICATIONS:**

High School Diploma or equivalent a must, some college preferred

Comfortable and familiar with computer use

## Knowledge of Microsoft Office and component programs

Excellent organizational skills

Attention to detail as well as ability to self-proofread

### Ability to work confidently and accurately with numbers

Must be self-starter but also flexible enough to meet the needs of the overall department as necessary

Must be able to monitor and oversee highly process driven environment

Prior experience with a purchase order/voucher/requisition system a plus

## Prior public/private school experience a plus

Required criminal background check

## New Jersey residency required

**REPORTS TO:** Business Administrator

**PERFORMANCE RESPONSIBILITIES:**

1. School Purchasing - Day to Day operations of the A/P functions of the Business Office
  - a. Types and inputs purchase orders into computerized budget system

- b. Mails or faxes purchase orders and distributes copies to appropriate site
  - c. Receives central office orders, verifies accuracy of order, and distributes
  - d. Follows up on back orders or any price/item discrepancy
  - e. Prepares bills for approval by the Business Administrator
  - f. Assists in the preparation of accounts payable checks
  - g. Assists in the verification of proper payments
  - h. Prepares checks for mailing and mails same
  - i. Teacher workshop registrations and mileage
  - j. Field trip purchase orders
  - k. Course Reimbursements for teachers
2. Other General Duties - Business Office Related
- a. Types, copies and files as required by the Business Administrator and/or Assistant Business Administrator
  - b. Distributes business office mail
  - b. Screens and takes telephone messages for the Business Administrator and/or Assistant Business Administrator
  - d. Fills weekly supply order and orders as needed
  - e. Other items as necessary and as directed by the Business Administrator/Board Secretary

**TERMS OF**

**EMPLOYMENT** : Twelve month continued employment

**EVALUATION:**

Performance of this job will be evaluated in accordance with state law and the provisions of the board's policy and completed by the Business Administrator.

Revised: Dec. 17, 2019

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Employee Signature