

WAYNE TOWNSHIP PUBLIC SCHOOLS
Wayne, New Jersey
JOB DESCRIPTION

TITLE: E-061 - Accounts Payable Specialist

EDUCATION AND EXPERIENCE REQUIRED:

1. High school graduate.
2. College Degree in Accounting, Finance, or Business Administration from an accredited college or university preferred.
3. Three (3) years of experience with an accounts payable system and/or accounting.
4. Experience in a school district or business office.
5. Hold a valid driver's license with no serious violations.
6. Excellent integrity and demonstrate good moral character.
7. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
8. Demonstrate the ability to read, write, speak, understand and/or communicate in English sufficiently to perform the duties of this position.
9. Demonstrate the ability to use electronic equipment for work processing, data management, information retrieval, visual presentations, and telecommunications.

REPORTS TO: Assistant Business Administrator/Assistant Board Secretary, Business Administrator/Board Secretary or designee.

JOB GOAL: Under limited direction, the Account Payable Specialist assists in managing the financial affairs of the school district by providing data entry, filing, payment, accounting, research, problem solving services and generates various reports for the district. The position will provide accounting and related services, timely and in an efficient manner, supporting district educational services with the financial resources available.

PERFORMANCE RESPONSIBILITIES:

1. Creates, monitors and maintains complete financial transaction records.
2. Maintains the district vendor list.
3. Reviews all open purchase orders and outstanding bills on a regular basis.
4. Reconciles and maintains the general ledger and other accounts.
5. Maintains centralized vendor and accounting files.
6. Prepares monthly, quarterly and year-end reports.
7. Interviews vendors to determine product line and usefulness.
8. Records claims of vendors for materials and services.
9. Assists with the development and enforcement of standard accounts payable and accounting methods and records in accordance with prescribed laws, rules, regulations, standards, policies, and procedures.
10. Communicates directly with vendors and employees by telephone or correspondence.
11. Assists in the development and implementation of an accounts payable system including all necessary procedures, forms, and files.
12. Uses computers and/or electronic equipment to fulfill job functions.
13. Displays the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
14. Serves as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.

15. Participates in appropriate in-service and workshop programs and attends any required meetings.
16. Protects confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
17. Adheres 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.
18. Performs any duties and responsibilities that are within the scope of employment, as assigned by their supervisor, and not otherwise prohibited by law or regulation.

TERMS OF EMPLOYMENT:

Salary and work year to be determined by the Board of Education. This position is part of the Wayne Education Association.

ANNUAL EVALUATION:

Performance of this position will be evaluated annually in accordance with the Board's policy on the evaluation of non-certificated staff.

PHYSICAL REQUIREMENTS:

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 accommodations 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

BOARD APPROVAL DATE: November 18, 2021, Agenda Item M-5