

WAYNE TOWNSHIP PUBLIC SCHOOLS
Wayne, New Jersey
JOB DESCRIPTION

TITLE: E-060 - Accounts Payable Manager

EDUCATION AND EXPERIENCE REQUIRED:

1. High school graduate
2. College Degree in Accounting, Finance, or Business Administration from an accredited college or university.
3. Five (5) 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
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
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-A.4
14. Meet such alternatives to the above qualifications as the Superintendent may deem appropriate, acceptable and legal.

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

JOB GOAL: Under minimal direction, the Accounts Payable Manager 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. Manage, coordinate and integrate accounts payable work
2. Promote effective communication, coordination and cooperation
3. Ensure the creation, monitoring and maintenance of complete financial transaction records
4. Maintain the district vendor list and accounts payable records
5. Ensure that all open purchase orders and outstanding bills are reviewed on a regular basis
6. Reconcile and maintain the general ledger and other accounts
7. Maintain centralized accounting files
8. Prepare monthly, quarterly and year-end reports.
9. Interact with vendors to create a positive working relationship and resolve outstanding issues
10. Ensure vendor claims for materials and services are recorded.
11. Assist with the development and enforcement of standard accounts payable and accounting methods and records in accord with prescribed laws, rules, regulations, standards, policies, and procedures.
12. Communicate directly with vendors and employees by telephone or correspondence

13. Assist in the development and implementation of an accounts payable system including all necessary procedures, forms, and files.
14. Use computers and/or electronic equipment to fulfill job functions.
15. Lead, manager, supervise, develop and evaluate personnel supervised and recommend to the Business Administrator, or designee, any disciplinary actions needed as a result of evaluations/supervision. Also, participation in the hiring process for new department personnel.
16. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
17. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
18. Participate in appropriate in-service and workshop programs and attend any required meetings
19. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
20. 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.
21. 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.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the Board of Education.

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 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

BOARD APPROVAL DATE: June 24, 2021, Agenda Item M-8

Revised: November 18, 2021, Agenda Item M-5