

# TOWNSHIP OF UNION PUBLIC SCHOOLS

## Job Description

**TITLE: BOOKKEEPER**

**QUALIFICATIONS:**

1. High School diploma; courses in bookkeeping, accounting and business mathematics
2. Minimum experience as determined by the board
3. Effective bookkeeping skills and demonstrated proficiency in data processing and use of automated office equipment
4. Good interpersonal and communication skills
5. Required criminal history check and proof of U.S. citizenship or resident alien status

**REPORTS TO:** School Business Administrator

**JOB GOAL:**

To assist in the administration of the district's business operations so as to provide the maximum services for the financial resources available, with a high degree of responsibility, discretion and confidentiality, using independent judgment, in addition to routine work necessary for the smooth and efficient operation of the office.

**PERFORMANCE RESPONSIBILITIES:**

Financial Record-Keeping

1. Maintains a complete and systematic set of records in the form prescribed by the commissioner of education of all financial transactions of the district.
2. Records detail of school financial transactions in appropriate journals and subsidiary ledgers from such sources as requisitions.
3. Prepares Treasurer's and Secretary's Reports
4. Prepares purchase orders
5. Traces errors and records adjustments to correct charges or credits posted to incorrect amounts.
6. Compiles and records cash receipt summaries.
7. Prepare line item transfers.
8. Prepares 1099's to vendors.
9. Assists accounts payable personnel in properly encumbering and processing for payment, the purchase orders for the district.
10. Assists in the daily operation and monitoring of the work flow and accuracy of accounts payable personnel.

Other

1. Maintains confidentiality of sensitive correspondence, records and information.
2. Performs other duties as assigned by the superintendent or school business administrator.

**TERMS OF**

**EMPLOYMENT:** Twelve (12) month position. Salary to be determined by the board.

**ANNUAL**

**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.

Approved by:

Date: February 25, 2014

**LEGAL REFERENCES:**

<u>N.J.S.A. 18A:6-7.1</u>	Criminal history record
<u>N.J.S.A. 18A:16-1</u>	Officers and employees in general
<u>N.J.S.A. 18A:16-2</u>	Physical examinations; requirement
<u>N.J.S.A. 18A:17-2</u>	Tenure of secretarial and clerical employees
<u>N.J.S.A. 18A:4-14, -14.1</u>	Uniform system of bookkeeping for school districts
<u>N.J.S.A. 18A:34-2</u>	Care and keeping of textbooks and accounting
<u>N.J.A.C. 6A:23-2</u>	Double-entry bookkeeping and GAAP accounting in local school districts
<u>N.J.A.C. 6A:32-6</u>	School employee physical examinations

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.