

## FLEMINGTON-RARITAN REGIONAL SCHOOLS

### JOB DESCRIPTION

**TITLE:** General Accounting Clerk-CONFIDENTIAL

**QUALIFICATIONS:**

1. Ability to maintain confidentiality.
2. Two years post-secretary training or two years related business experience and computer experience including proficient use of Excel or similar programs.
3. Excellent secretarial skills including word processing, typing and communications skills.
4. Knowledgeable of Generally Accepted Accounting Principals (GAAP)
5. Satisfactory completion of criminal history background.

**REPORTS TO:** Business Administrator

**JOB GOAL:** To ensure the smooth and efficient operation of the accounting computer data base system. To ensure that all bills are paid in an efficient, timely manner and to ensure the efficient performance of the Business Office.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Accounts payable: verifies purchase order fund availability; transfers funds between accounts; creates and mails out purchase orders; manages invoicing; covers overdrafts in expenditure lines after invoicing; makes proper transfer requests; prints, processes and distributes checks; updates and balances accounts; verifies Treasurer's Report; checks reconciliation of receipts; prepares and prints monthly transfer reports and Board Secretary's Report; processes monthly bills for payment and vendor checks; completes wire transfers for debt services payments, as needed.
2. Manages vendor information in Systems 3000: adds vendors and employees, obtains relevant documentation for auditing purposes (W-9, LBRC, etc.)
3. Completes 1099s and relevant documentation for auditing purposes.
4. Completes monthly and annual rollovers in software system.
5. Conducts online banking transfers for payroll and referendum accounts.
6. Completes wire transfers for debt service payments.
7. Creates new expenditure and revenue accounts (when needed, i.e. grants).
8. Prepares yearend audit reports, exporting to Excel for auditing purposes.
9. Adds grants, amendments, etc., i.e. Fund 20 and Fund 30 in Systems 3000. Posts fund accounting in Systems in the morning and at the end of each business day.
10. Attends to US and interoffice mail.
11. Monitor Systems 3000 use. Maintains daily backups of data. Answers questions pertaining to current accounting program.
12. Collects, records, posts and reconciles account receivables.
13. Maintains district financial records as required by the State and auditor.

14. Assists in the preparation for and completion of the annual school district audit.
15. Assists the School Business Administrator in the preparation of the annual school district budget, including confidential and strategic determinations and analysis regarding salaries and costs.
16. Manually enters new budget into software system, yearly.
17. Works with confidential materials (negotiations) for the district and budgetary determinations.
18. Works with school personnel to ensure proper use of vendors, business registration certificates and other appropriate necessary documentation, which also includes confidential information from school employees needed to be entered into accounting system.
19. Oversees monthly accounts receivable ledger to prove with Treasurer monthly.
20. Monitors 10 percent rule for administrative accounts to ensure no account is in the red.
21. Serves as back up person for input of receipts monthly (by bank or by scanner).
22. Any other duties and responsibilities assigned by the Business Administrator.
23. Efficiently and tactfully resolves phone calls and requests for information and/or assistance from employees and vendors.

**TERMS OF**

**EMPLOYMENT:** To be established in accordance with Board Policy.

**EVALUATION:** Performance of this job will be evaluated annually by the Business Administrator in accordance with the board's policy on evaluation of non-certified staff.

**APPROVED BY:** Flemington-Raritan Board of Education

**APPROVED:** 11/22/21 **REVISED:** \_\_\_\_\_