

Nutley Board of Education

Job Title: Staff Accountant

This position will provide direct support and assistance to the Secretary/Business Administrator in the fulfillment of the responsibilities of that position. This is a twelve-month position. This position does not require specific certification and is not eligible for tenure. This position will be considered to be part of the school district's central administration.

Reports to: Secretary/Business Administrator

Qualifications:

Proven management and organizational skills
Ability to Use Excel, Word and familiarity with use of computer networks
Strong written and oral communication skills
Ability to collect, interpret and analyze data for tasks and projects
Ability to handle varied tasks and assignments.
Flexibility to adapt to changes in job assignments based on organizational needs
Willingness to attend workshops, seminars, conferences or courses to upgrade skills.
Willingness to provide time necessary to perform specific assignments
Accounting experience desirable
Bachelor's degree required in accounting, business management or finance

Duties and responsibilities:

1. Collect data for budget development. Organize data for administrative and Board review.
2. Oversee purchasing and procurement practices of food service operations.
3. Assist in solicitation of quotes for supplies, materials, equipment and services.
4. Assist in preparation of bid specifications.
5. Monitor purchasing practices to check for compliance with Public School Contracts Law, proper accounting and adherence to sound business office practices.
6. Monitor financial activity in all state and federal Special Revenue Projects and advise on compliance with grant budgets. Prepare reports required by NJDOE. Prepare submission of Entitlement Grants.

7. Arrange in coordination with the Director of Buildings & Grounds for training for affected employees in areas of Right-to Know, AHERA, Blood borne Pathogens, Confined Space and other areas as may be required. Insure that documentation of training is maintained.
8. Prepare reports for medical waste and Right-to-Know and other regulatory programs as may be assigned. Maintain district records for these and other regulatory programs and insure that individual facility records are maintained and updated as required.
9. Arrange for notices for AHERA, Right-to-Know and other obligations to be distributed to employees, parents and others as required.
10. Update district maintenance plan when services have been performed. Assist in planning future activities.
11. Arrange for annual contracts for solid waste disposal, medical waste disposal, pest control services, fire and security alarm services, fire extinguisher maintenance, elevator service and inspection and other services as assigned.
12. Oversee the day to day business office operations.
13. Assist in evaluating employee proposals in negotiations.
14. Oversee maintenance of fixed asset records.
15. Review and monitor inventory control procedures.
16. Monitor use of school and athletic checking accounts to insure compliance with audit requirements.
17. When requested, attend Board and/or committee meetings.
 - . Assist with preparation of State Reports.
 - . Oversee the Use of Facility Requests.
18. Perform other duties as may be assigned by Secretary/Business Administrator.

Salary

Negotiable based on background and experience

May 9, 2011