

**NUTLEY PUBLIC SCHOOLS  
JOB DESCRIPTION  
Secretary-Accounts Payable/Rentals  
12 Months**

The Secretary-Accounts Payable/Rentals shall be responsible to the Business Administrator/Board Secretary for the following duties:

- Assists accounts payable/bookkeeper with the following duties:
  - a. preparing purchase orders
  - b. assist with vendor inquiries
  - c. preparing payments of purchase orders
  - d. filing
- Preparing the Bill List and run copies of monthly reports.
- Make calls for contracted services (i.e. Western, Pest, Sharp Elevator, etc.)
- Make calls for maintenance repairs of office equipment.
- Handle rentals for the district as follows:
  - a. paperwork
  - b. phone calls
  - c. building principal approval
  - d. insurance
  - e. notification to custodians
  - f. weekly report to all schools
  - g. monthly report for Board approval
  - h. billing and collections for rentals to outside organizations
  - i. o/t for Park's and Rec. monthly
- Provide back-up for Transportation Supervisor as needed.
- Assist Manager of Buildings and Grounds with filing and other clerical duties.
- Answer phone and directs all calls accordingly.
- Opens mail, date stamps and distributes to various personnel in Business Office.
- Responsible for any other assignments given by the Business Administrator/Board Secretary.

**NUTLEY PUBLIC SCHOOLS  
JOB DESCRIPTION  
ASSISTANT BOOKKEEPER-ACCOUNTS PAYABLE/RENTALS  
12 Months**

The Assistant Bookkeeper-Accounts Payable/Rentals shall be responsible to the Business Administrator/Board Secretary for the following duties:

- Assists accounts payable/bookkeeper with the following duties:
  - a. preparing purchase orders
  - b. assist with vendor inquiries
  - c. preparing payments of purchase orders
  - d. date and initial purchase orders for payment
  - e. mail vendor checks
  - f. filing purchase orders
- Make calls for contracted services (i.e. Western, Pest, Sharp Elevator, etc.)
- Make calls for maintenance repairs of office equipment
- Create index for Board Meeting Minute Books.
- Handle rentals for the district as follows:
  - a. Paperwork
  - b. Phone calls
  - c. Building principal approval
  - d. Insurance
  - e. Notification to custodians
  - f. E-Mail weekly report to all schools
  - g. Monthly report for Board approval
  - h. Billing and collections for rentals to outside organizations
- Assist Manager of Buildings and Grounds with filing and other clerical duties.
- Answer phone and directs all calls accordingly.
- Mail out paychecks
- Opens mail, date stamps and distributes to various personnel in Business Office.
- Responsible for any other assignments given by the Business Administrator/ Board Secretary.