

NUTLEY PUBLIC SCHOOLS
JOB DESCRIPTION
Bookkeeper-Accounts Payable – 12 Months

The Bookkeeper-Accounts Payable, under the supervision of the Business Administrator/Board Secretary for the following duties:

1. Coordinate schools supply lists for district wide annual supplies in preparation for bid specifications or quote lists.
2. Prepare, duplicate, and send out all specifications bid/quote lists for all categories of supplies, equipment, and services.
3. Prepares and issues all purchase orders and contracts resulting from quote/bid awards and approved requisitions.
4. Prepares and sends out requests for quotations for maintenance contracts, supplies and equipment.
5. Oversees the purchase order process from issuance to approval to distribution for required documents, approvals and budget funds available before approval by Business Administrator/Board Secretary.
6. Follows up on delivery and receipt of all items ordered, including contracted services. Handle correspondence and telephone calls pertaining to orders, bids, etc.
7. Reserve services for Nutley High School and John Walker Middle School graduations i.e., sound system, chair and plant rentals.
8. Checks invoices as to accuracy and receipt of material in preparation for payment, submits same to bookkeeper for audit prior to sending to Business Administrator/Board Secretary.
9. Follow up on outstanding purchase orders for receipt of goods and invoices each month.
10. Utility Invoices: prepare for payment and review billing for unusual charges in the various locations.
11. Responsible for postage machine and funds available.
12. Coordinates ED Data purchasing consortium from initial requests and approvals through issuance of purchase orders by Ed Data and distribution of same.
13. Keeps files for certified payrolls for construction project and prepare payments to contractors.
14. Responsible for ordering custodial/maintenance uniforms in accordance with their contract.
15. Performs any other duties that may be assigned by the Business Administrator/Board Secretary or his Executive 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:

- 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.