



Nutley Public School District Job Description

Job Title: Purchasing Bookkeeper/Accounts Payable
Department: Office of the Business Administrator
Reports To: Business Administrator/Board Secretary
Salary Guide: District Wide – 12 Months
GAAP Code: XX-XXX-XXX-XXX-XX-XXX-X

- Position Summary:** Solicit quotes on all district purchases as required following all state guidelines and district policies. Oversee the purchase order process from issuance to distribution for required documents in line with the approved budget before authorization by the Business Administrator/Board Secretary.
- Qualifications:** Experience with an on-line budgetary accounting system, accounts payable and purchasing.
- Position Objective:** To ensure that all purchasing for the district is in compliance with state laws and regulations along with district policies.
- Essential Duties:** The Purchasing Bookkeeper/Accounts Payable position has the duties and responsibilities commonly associated with this position, including (but not limited to) the following:
- Responsible for ordering custodial/maintenance uniforms in accordance with their contract.
 - Coordinate schools supply lists for district wide annual supplies in preparation for bid specifications or quote lists.
 - Prepares and sends out requests for quotations for maintenance contracts, supplies and equipment.
 - Follows up on delivery and receipt of all items ordered, including contracted services. Handle correspondence and telephone calls pertaining to orders, bids, etc.
 - Coordinates ED Data consortium purchases from initial requests and approvals through issuance of purchase orders by Ed Data and distribution of same.
 - Follow up on outstanding purchase orders for receipt of goods and invoices each month.
 - Utility Invoices: prepare for payment and review billing for unusual charges in the various locations.
 - Checks invoices as to accuracy and receipt of material in preparation for payment, submits same for audit prior to sending to Business Administrator/Board Secretary for review and approval.
 - Reserve services for Nutley High School and John Walker Middle School graduations i.e., sound system, chair and plant rentals.
 - Responsible for postage machine and funds available.
 - Maintains files for certified payrolls for construction projects and prepares payments to contractors.

Evaluation

Performance in this position will be evaluated annually in accordance with Board's policy.

Computer Skills

Familiarity with Computer Solutions SMARTS or equivalent software. Working knowledge of excel.

Physical Demands

The physical demands described in this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job.

Board Approval Date: _____

Certified by: _____
Russell Lazovick
Superintendent of Schools