

**FAIRFIELD TOWNSHIP SCHOOL DISTRICT
CUMBERLAND COUNTY, NJ
ANTICIPATES THE FOLLOWING POSITION AVAILABLE
Anticipated School Accountant**

MINIMUM QUALIFICATIONS:

1. Associates Degree, Bachelor's Degree or Master's Degree in Business preferred
2. CPA Certification preferred
3. Minimum experience as determined by the Board of Education
4. Knowledgeable of Microsoft Office Systems
5. Knowledge of automated office equipment and efficient office procedures
6. Ability to establish and maintain required purchasing records and financial records associated with purchasing
7. Good telephone skills and ability to communicate effectively
8. Ability to work with and without direct supervision
9. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Board Secretary / Business Administrator

JOB GOAL: Responsible for technical and advisory work involving accounts payable

Responsible for overseeing district transportation of students in accordance with the guidelines established by the Board of Education and the Jointure for Pupil Transportation.

MINIMUM PERFORMANCE RESPONSIBILITIES:

1. Posts payroll transactions to various ledgers, journals, and registers; and assists in preparing, adjusting, and closing journal entries.
2. Types correspondence for the Business Administrator, including minutes, as assigned
3. Sends and receives mail and packages related to purchase orders issued
4. Handles all inquiries concerning accounts payable, including verification of invoices for accuracy, follow up with vendors and backordered item status.
5. Prepares and verifies a list of monthly bills for payment by the Board of Education and review by the Business Administrator
6. Prepares and files appropriate reports in a timely fashion as assigned by the Business Administrator
7. Handles correspondence as assigned by the Business Administrator
8. Notifies/consults with the Business Administrator on an errors and/or potential irregularities upon discovery to allow for appropriate corrections and/or actions to be taken.
9. Handles all aspects of the student activity fund
10. Assists the Business Administrator in the projection of revenues and expenditures
11. Assists the Business Administrator in preparing and typing all bids, quotes, public notice agendas and maintenance of a filing System.
12. Greets visitors, answers telephone and relays messages for the Board Office as necessary
13. Handles all inquiries concerning accounts payable, including verification of invoices for accuracy, follow up with vendors and backordered item status.
14. Prepares and verifies a list of monthly bills for payment by the Board of Education and review by the Business Administrator
15. Notifies and consults with the Business Administrator on errors and/or potential irregularities upon discovery to allow for appropriate corrections and/or actions to be taken.
16. Handles all matters in a confidential manner
17. Performs other duties within the scope of his/her employment as may be assigned

Performance Responsibilities – Transportation Specialist

1. Maintains working knowledge of transportation issues, including routes, schedules, policies and procedures
2. Prepares and maintains current/updated listings of bus routes for all students and distributes this listing to all teachers and Administrators.
3. Assists with the preparation of bus routes; determination of bus stops, pick-up times and ensures compliance with bus capacity limitations.
4. Mail bus passes to students and or parents/guardian
5. Interfaces and interacts with the Transportation Coordinator of the Jointures for Pupil Transportation as necessary
6. When appropriate, interacts with the contracted bus transportation vendor to resolve problems and issues
7. Arrange for transportation for field trips and other events
8. Works cooperatively with Transportation Coordinator to make arrangements for bus emergency evacuation drills
9. Prepares all transportation records and reports as required by law, code or Board policy
10. Performs other duties within the scope of his/her employment as may be assigned by the Business Administrator

TERMS OF EMPLOYMENT: Salary and work year to be determined by the Board of Education and applicable negotiated agreements.

SALARY: As determined by the Board of Education of Education and negotiated agreements

BENEFITS: Medical, Dental, Prescription & Optical Plan

SUBMIT LETTER OF INTEREST, RESUME & 3 PROFESSIONAL REFERENCES TO:

Office of the Superintendent/Principal
Fairfield Township School District
375 Gouldtown-Woodruff Road Bridgeton, NJ 08302
Phone – (856) 453-1882 Fax – (856) 453-7189
Or email to employment@fairfield.k12.nj.us

Closing Date: Until Filled

*****FAIRFIELD TOWNSHIP SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER*****

The Fairfield Township Board of Education is an Equal Opportunity Employer, has an Affirmative Action Program, and will not discriminate against any person because of race, color, religion, national origin, ancestry, age, political affiliation, sex, armed forces liability, physical handicap, social or economic status.

The Board is committed to Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act.

Revised: February 23, 2018