

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

MINIMUM QUALIFICATIONS:

1. Associates Degree in Business/Accounting, or Bachelor's Degree preferred.
2. Minimum experience as determined by the Board of Education
3. Effective bookkeeping skills and demonstrated proficiency in data processing, accounting systems and use of automated office equipment and software packages
4. High level of interpersonal and communication skills required to interact with employees, leaders, vendors and others
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
6. Knowledgeable of Microsoft Office Systems
7. Two years' experience in Business or Public/Charter School setting preferred.

REPORTS TO: Business Administrator

JOB GOAL: To efficiently and effectively assist in the coordination and operation of the District's business affairs

MINIMUM PERFORMANCE RESPONSIBILITIES:

1. Issue receipts for payments as needed
2. Correspond with administrators and others as needed
3. Maintain a correspondence file for vendors
4. Receives incoming calls and correspondence associated with daily business activities of the district
5. Sort and open mail received in the Board Office and distribute to the necessary staff via mailboxes and prepare outgoing mail
6. Prepare bank bags for courier
7. Prepare the monthly bank reconciliations of various accounts as directed by the Business Administrator
8. Keep accurate and detailed accounts of all financial transactions related to purchasing as directed by the Business Administrator
9. Prepares purchase order requisitions and enters into accounting system for review and processing by the Business Administrator
10. Has an excellent knowledge of Microsoft Excel and Word
11. Assist the Business Administrator with the preparation of the annual ASSA Report
12. Assist in the Student Lunch Surveys administered with the CEP Food Program
13. Types correspondence for the Business Administrator to include summary of the Board minutes
14. Enter student data into OnCourse and New Jersey Smart
15. Provides monthly accounting of all income and expenditures
16. Receives and responds to inquiries and/or complaints from parents/guardians, bus drivers and others
17. Performs other tasks related to the efficient operation of the Board Office as assigned by the Business Administrator
18. Greet visitors, answers telephone and relays messages for the Board Office as necessary

TERMS OF EMPLOYMENT: Appointed annually to serve at the pleasure of the Board.

SALARY: Salary and work year to be determined by the Board of Education and applicable 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 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