



Haddonfield Board of Education

1 Lincoln Avenue
Haddonfield, New Jersey 08033

Job Description

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POSITION: Accounts Payable Bookkeeper/Computer Operator

QUALIFICATIONS:

- A. High School graduate
- B. Demonstrated competence in the use of business machines
- C. Two years experience in accounting or bookkeeping
- D. Other training or experience as the Board may find appropriate and acceptable

PRIMARY FUNCTION: Responsible for the accounting of District liabilities and the correct payment thereof

REPORTS TO: Board Secretary

MAJOR DUTIES AND RESPONSIBILITIES:

- A. Preserves all accounts, vouchers, and contracts relating to the schools; examines and audits all accounts and demands against the Board; verifies by affidavit every such account or demand, except for salaries, exceeding \$25.00
- B. Prepares monthly bookkeeping records of amount for which warrants have been drawn during the preceding month, the accounts against which the warrants have been drawn, and the balance to the credit of each account; assists in the preparation of a full and complete itemized report of the finances of the district at the close of each school year
- C. Maintains a complete and systematic set of records of all financial transactions of the district; records details of school financial transactions in appropriate journals and subsidiary ledgers from such sources as requisitions, payroll records, etc.
- D. Thoroughly trained and experienced in the operation of a Burroughs Electronic Accounting Computer
- E. Proficient in all budgetary and payroll operations programmed into the equipment, i.e., encumbrances, cash disbursements, reconstruction of appropriation line item cards, cash receipts, appropriation account control cards, and general ledger record



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- F. Maintains an inventory of accounting machine supplies and orders supplies when needed; advises on the need for computer program changes; places service calls on occasion of computer malfunction and/or maintenance
- G. Operates such other machines as adding machines, electronic calculators and printing calculators
- H. Assists with the preparation of accounts and records for audit annually by an independent certified public accountant selected by the Board
- I. Records, encumbers and pays for staff conferences student field trips and staff tuition refunds
- J. Performs other duties as assigned by supervisor

TERMS OF EMPLOYMENT: Twelve month position, Salary and work year to be established by the Board.

BENEFITS: Benefits are available to full time employees per the negotiated contract.

BOE Approved Date:
BOE Review Date: