

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

TITLE: Bookkeeper/Student Activity

REPORTS TO: Head Bookkeeper/Assistant to the Business
Administrator/Business Administrator

QUALIFICATIONS:

1. High school diploma or equivalent training
2. Minimum experience as determined by the Board of Education
3. Maintains pleasant demeanor and has strong interpersonal skills
4. Strong bookkeeping skills
5. Ability to multitask – To meet Deadlines
6. Knowledge of automated office equipment and the District's finance system, Excel and word
7. Good telephone skills and ability to communicate effectively
8. Maintains confidentiality as required and appropriate
9. Required criminal background check and proof of U.S. citizenship or resident alien status

JOB GOAL: To carry out all bookkeeping duties for the smooth and efficient operation of the bookkeeping department

PERFORMANCE RESPONSIBILITIES:

1. Process and mail approved purchase orders
2. Accurately process invoices for payment at Board of Education meetings
3. Print, process and mail checks for payment of invoices in a timely manner
4. Work with District accountant.
5. Maintain an accurate filing system of purchase orders and paid invoices
6. Assist district staff with inquiries and problems
7. Handle and organize general office work including photocopying
8. Make bank deposits and enter cash receipts and disbursement refunds as assigned.
9. Prepare 1099 forms as assigned.
10. Reconcile bank statements monthly for student activities and prepare bill lists as needed.
11. Perform such other duties as may be assigned

Approved: 5/12/09

Revised: 9/11/14

N.J.S.A. 18A:17-2 Tenure of secretarial and clerical employees
N.J.A.C. 6:3-4A.4 Requirements of physical examinations
Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq