

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

TITLE: Head Bookkeeper

REPORTS TO: Business Administrator/Assistant to the 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
Strong bookkeeping skills
4. Ability to multitask
5. Knowledge of automated office equipment and the CrossPointe finance system
6. Proficient in MS Word and Excel
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 assure the smooth and efficient operation of the bookkeeping department by carrying out the tasks associated with the position and by organizing and assigning work to other staff, providing guidance and assistance as needed.

PERFORMANCE RESPONSIBILITIES:

1. Compile bi-monthly bill list for the payment of invoices
2. Work closely with the district accountant and the Assistant to the Business Administrator on all purchase orders and payment of invoices
3. Print, process and mail approved purchase orders
4. Supervise the daily work flow of the bookkeeping department
5. Accurately process invoices for payment at Board of Education meetings
6. Print, process and mail checks for payment of invoices in a timely manner
7. Maintain an accurate filing system of purchase orders and paid invoices
8. Assist district staff with inquiries and problems
9. Handle and organize general office work including photocopying
10. Perform such other duties as may be assigned

Approved: 5/12/09