

**CAMDEN COUNTY EDUCATIONAL SERVICES COMMISSION
225 WHITE HORSE AVENUE
CLEMENTON, NEW JERSEY 08021
856-784-2100**

JOB DESCRIPTION

TITLE: Accounts Payable Secretary

QUALIFICATIONS:

1. Demonstrated competency in mathematics, word processing, bookkeeping, computer skills and aptitude for organization and detail to fulfill performance responsibilities.
2. Pass a Criminal History Review under the provision of P.L. 1986, C116.
3. Pass a physical examination in accordance with statute and board policy.
4. Such additions and alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: School Business Administrator / Board Secretary

JOB GOAL: To assure the efficient and effective operation of the business office for maximum positive impact on the programs and services of the Commission.

PERFORMANCE RESPONSIBILITIES:

1. Receives, reviews for accuracy and records all approved purchase orders.
2. Handles inquiries pertaining to purchase orders and accounts payable invoices.
3. Collects and prepares all input information for payment processing.
4. Prepares checks and records payments for the warrant account.
5. Prepares all budget related reports.
6. Records cancelled payroll and agency checks for bank reconciliation.
7. Responds to all maintenance requests referring them to maintenance staff or to an appropriate contractor and advising the business administrator of the disposition and progress of each.

8. Performs all typing, filing, copying, mailing and other clerical and secretarial tasks as necessary.
9. Performs any other tasks or duties assigned by the Superintendent or Business Administrator/Board Secretary.

TERMS OF EMPLOYMENT: Part time. Contract terms and salary to be determined by the Board of Directors.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of New Jersey statute, administrative code and Board policy.

Board Approval

Initial: 11/2/2005

Revised: 5/5/2010