

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

JOB DESCRIPTION

TITLE: Accounts Receivable Secretary

QUALIFICATIONS:

1. Demonstrated competency in 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. Prepares and records invoices for services provided and assists districts with related questions and requests.
2. Handles inquiries pertaining to accounts receivable invoices and follows-up on delinquent accounts.
3. Record all receipts for the warrant account.
4. Operates check signer to affix signatures to authorized checks.
5. Provides assistance in the implementation of the Transportation and Aid in Lieu of Transportation programs.

6. Maintains student attendance registers for regionalized special education programs.
7. Prepares and disseminates reports and other documents as required.
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: Twelve months. 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: 2/7/2007