

JOB DESCRIPTION

BARNEGAT TOWNSHIP SCHOOL DISTRICT

ACCOUNTS PAYABLE/PURCHASING ASSISTANT

QUALIFICATIONS:

1. High School Diploma, 2 year college degree preferred.
2. Minimum 2 years job related experience.
3. Strong organizational, time management and communication skills.

REPORTS TO: Business Administrator/Board Secretary
Accounts Payable/Purchasing Specialist

JOB GOAL:

To assist in the Business office daily operations and to provide support to the Accounts Payable/Purchasing Specialist with the purchasing process to the department staff and administration of the school district.

PERFORMANCE RESPONSIBILITIES:

1. Provides direct support to the Purchasing Specialist.
2. Assist in preparing departmental orders for goods and services; verifies for accuracy, sends to supplier.
3. Assists the Purchasing Specialist with maintaining purchasing documents, files and records for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
4. Reviews documents and data for the purpose of ensuring completeness and accuracy of purchasing process.
5. Responds to inquiries of staff and administration regarding purchasing procedures for the purpose of providing information, direction and/or referral for addressing inquiries.
6. Performs general and program specific clerical functions for the purpose of supporting departmental activities.
7. Other Functions include: Student Accident Reports, assisting all office personnel as needed to insure an efficient and effective working environment.

TERMS OF EMPLOYMENT:

Salary and work year to be determined by the Board of Education.

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EVALUATION:

Performance of this job will be evaluated annually in accordance with State law, administrative code, and the provisions of the Board's policy on evaluation of non-certified staff.

LEGAL REFERENCES:

<u>N.J.S.A.</u> 18A:4-14	Uniform system of bookkeeping for all school districts
<u>N.J.S.A.</u> 18A:6-7.1-7.5	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
<u>N.J.S.A.</u> 18A:12	School Ethics Act
<u>N.J.S.A.</u> 18A:16-1	Officers and employees in general
<u>N.J.S.A.</u> 18A:17-13	Assistant and acting secretaries; appointment, powers and duties
<u>N.J.S.A.</u> 18A:17-14	Clerks in the secretary's office
<u>N.J.S.A.</u> 18A:18A	Public School Contract Law
<u>N.J.S.A.</u> 18A:22	Budget and Appropriations
<u>N.J.S.A.</u> 18A:33	Facilities in general
<u>N.J.S.A.</u> 18A:39	Transportation to and from schools
<u>N.J.S.A.</u> 19:60	School election
<u>N.J.S.A.</u> 47:1A	Public access to government records
<u>N.J.A.C.</u> 6A:23	Finance and business services
<u>N.J.A.C.</u> 6A:26-2	Long range facilities plans
<u>N.J.A.C.</u> 6A:26A	District comprehensive maintenance plans
<u>N.J.A.C.</u> 6A:27	Student transportation
<u>N.J.A.C.</u> 6A:32	District operations