

LACEY TOWNSHIP SCHOOL DISTRICT

Accounts Payable Coordinator

JOB TITLE: Accounts Payable Coordinator

REPORTS TO: Business Administrator and/or designee

JOB GOAL: Responsible for accounts payable accounting through the processing of invoices for payment and maintaining accounting ledgers by posting accounts payable transactions.

QUALIFICATIONS:

1. High School diploma or equivalent certificate
2. Minimum experience as required by the board
3. Knowledge of automated accounting software
4. Working knowledge of MS Windows, MS Office, MS Excel, and MS Word software
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

RESPONSIBILITIES:

1. Learning, understanding and demonstrating proficiency in the financial management system.
2. Match invoices, receiving copies, and approved purchase orders and vouchers for payment.
3. Responsible for ensuring all payments are made timely and accurately for all funds.
4. Reviewing, auditing and accurately processing vendor invoices and credit memos.
5. Performing vendor account analyses and reconciliation.
6. Preparing and reconciling check journals, bill lists and other similar reports, and preparing related resolutions, as may be required for board of education approval.
7. Reconciling and distributing checks.
8. Responsible for processing of annual 1099's and related reports.
9. Ensuring that invoices and payments are within established budgetary limits.
10. Establishing and maintaining vendor files.
11. Clearly communicating with vendors and district employees concerning financial matters.
12. Cross training and providing back up support to other unit positions.
13. Assisting in providing training to users of financial systems.

Accounts Payable Coordinator (continued)

14. Ability to work independently.
15. Maintaining confidentiality and integrity of all data/information accessed while performing the duties of the position.
16. Performing all other duties that may be within the scope of his/her employment and may be assigned by his/her supervisor.

TERMS OF EMPLOYMENT: Work year and salary to be determined by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with NJ State law and the provisions of the board's policy on evaluations

Approved by: Lacey Township Board of Education

Revised:

Date Approved: July 20, 2015