

# JOB DESCRIPTION

# BARNEGAT TOWNSHIP SCHOOL DISTRICT

## ACCOUNTS PAYABLE/PURCHASING SPECIALIST

### QUALIFICATIONS:

1. High School diploma, supplemented by a minimum two-year college degree.

**REPORTS TO:** Business Administrator/Board Secretary

**SUPERVISES:** Accounts Payable Assistant

**JOB GOAL:** To perform the accounts payable/purchasing functions for the district, efficiently, under the direction of the Business Administrator/Board Secretary

### PERFORMANCE RESPONSIBILITIES:

1. Issue purchase orders for items and services for entire school district for the purpose of ensuring that material are in compliance with all Federal and State procurement regulations. N.J.S.A. 18A:18A.
2. Ensure all purchasing are appropriate to the requirements of the Local Public Contracts Law and the Public School Contracts Law N.J.S.A. 40A:11-6.1 (a) and 18A:18A-37 (a) .
3. Follow IRS regulations to vendors regarding issuing 1099 tax form and Business Registration Certificate regarding Corporations, LLC, sole proprietors, partnerships and/or Non-Profit Corporations.
4. Assist auditors for the purpose of providing support and documentation on internal processes for accounts payable in compliance of N.J.S.A. 18A:4-14 for district and state rules, guidelines and statutes.
5. Maintains financial information, files and records (e.g. copies of paid invoices, checks, documentation, reimbursements, reports, vendor files, receipts, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
6. Monitor account balances and related financial activity for the purpose of ensuring that allocations are accurate and complying with established financial practices.
7. Informs other staff and vendors regarding procedural requirements (e.g. ordering and purchasing procedures, available funds, etc.) for the purpose of facilitating the purchasing process with established practices.
8. Maintains purchasing documents, files and records for the purpose of ensuring the availability of documentation and compliance with established polices and regulatory guidelines.

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### TERMS OF EMPLOYMENT:

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

### 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