

CLIFFSIDE PARK PUBLIC SCHOOLS

NOTICE OF VACANCY

TO: All Staff

POSITION: Accounts Payable/Receivable Administrator
(Cliffside Park Board of Education-Central Office)

SALARY: To be negotiated

QUALIFICATIONS: (see attached job description)

EMPLOYMENT: Immediate Opening

APPLY TO: Dr. Mark Hayes, Interim Superintendent
Email: mhayes@cliffsidepark.edu
Louis Alfano, District Business Administrator
Email: lalfano@cliffsidepark.edu

APPLICATION DUE: May 13, 2025

TITLE: Accounts Payable/Receivable Administrator
REPORTS TO: Superintendent of Schools and School Business Administrator
TERM: 12 Months

QUALIFICATIONS:

Tracking Budget Expenses, Attention to Detail, Thoroughness, Organization, Analyzing Information, Accounting, Vendor Relationships, PC Proficiency, Data Entry Skills, General Math Skills, Knowledge of Microsoft Office and Systems 3000.

JOB DESCRIPTION:

This position is responsible to process and prepare payments and check request; matches vendor invoices to purchase order information, and resolves discrepancies; approves and initiates payment to vendors, and post and commit to general ledger; responds to inquiries from department personnel and vendors; maintains auditable records.

JOB TASKS AND RESPONSIBILITIES:

- Organizes incoming invoices and statements; receives information and other correspondence; logs expenditures; performs posting to ledger, inputs and retrieves data on the computer; processes invoices. Enter all invoices into the accounting system;
- Receive and verify invoices and requisitions for goods and services;
- Verify that transactions comply with financial policies and procedures;
- Prepare batches of invoices for data entry. Enter invoices for payment. Process backup reports after data entry; manage and print the monthly check run, bill list, and check register reports;
- Posts invoices and verifies vendor data; corrects payments;
- Print and prepare checks for signing by appropriate staff. Initiate the monthly vendor payment and reports; process and coordinate the mailing of vendor checks;
- Prepare manual check (s) as and when required;
- Creates vendor information on computer system; verifies attachments and checks proper information for enclosures and remittance. Maintain uploaded vendor files and file number;
- Communicates verbally or via email with vendors and personnel regarding missing documents, changed/revised orders or pricing, account charges, standing order balances, encumbrances and procedures;
- Runs various reports and prepares monthly open purchase order reports to principals and secretaries;
- Verifies vendor statements; traces missing invoices and payments; compiles data for reports;
- Maintain, update, and input W-9 information for 1099s. Request New Jersey Business Registration Certificate;
- Closes and analyzes fiscal year posting and processes accordingly. Assist with duties assigned in preparation for the annual audits;
- Prepare invoices for tuition and various billing;
- Type daily requisitions for goods and services received. Place orders for various custodial, all school staff and office supplies;
- Assist personnel with computer software; example: Ed data Online and Systems 3000;
- Answers the telephone and responds to caller inquiries; performs general office duties such as filing, typing letters, filling out forms; opening of daily incoming mail and scanning documents.