

SCOTCH PLAINS-FANWOOD BOARD OF EDUCATION  
JOB DESCRIPTION  
**BOOKKEEPER**

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**Date of Adoption:** December 22, 2011

**JOB TITLE:** Bookkeeper

**REPORTS TO:** School Business Administrator/Board Secretary and Supervising Accountant

**NATURE AND SCOPE OF JOB:**

Under the direction of the Business Administrator and Supervising Accountant, a Bookkeeper is responsible for a variety of accounting and bookkeeping functions necessary for the operation of the Business Office, which includes accounts payable, accounts receivable, purchasing and payroll functions.

**QUALIFICATIONS:**

1. High School Diploma, associate or bachelor's degree preferred
2. Strong aptitude for numbers
3. Good communication skills, both written and verbal
4. Ability to perform detailed work accurately
5. Computer literate, proficient with Microsoft Office
6. Experience in a related job
7. Strong interpersonal and communication skills
8. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six-month period, provide a sworn statement that there have not been any convictions of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
9. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
10. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
11. Meet such alternates to the above qualifications, as the Superintendent may deem appropriate, acceptable and legal.

**TERMS OF EMPLOYEMNT:**

Salary and work year to be determined by the Board of Education and in accordance with the negotiated agreement with the Scotch Plains-Fanwood Education Association.

**JOB RESPONSIBILITIES:**

1. Prints purchase orders, and after their approval, distributes and mails appropriate copies.
2. Receives, processes and verifies vendor's accounts payable invoices in accordance with established procedures.

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3. When necessary, communicates (both in verbal and written form) with vendors regarding purchase order, invoice and statement discrepancies.
4. Inputs verified invoices into accounting system for payment. Prints accounts payable checks as directed by supervisor. Prepares bill list for Board of Education approval.
5. Enters cash receipts into the accounting system.
6. Disburses petty cash by recording entry; verifying documentation.
7. Reconciles various bank accounts.
8. Enrolls employees in appropriate State Pension Plan and corresponds with State Department of Pensions and Benefits.
9. Enrolls and modifies employee enrollment in the appropriate health and dental insurance plans and communicates with health insurance provider to resolve enrollment issues.
10. Prepares invoices for employee and retiree health insurance billings. Maintains records for employee insurance bills, retiree insurance bills, preschool tuitions bills, and any other bills for receipts due to the District. Follows up on delinquent payments.
11. Processes payments from the agency account for payroll withholdings.
12. Prepares quarterly and annual tax returns and other payroll and pension reports.
13. Generates 1099's for the District.
14. Assists with information requested during annual audits.
15. Protects student and employee data by keeping information confidential.
16. Updates job knowledge by participating in educational opportunities.
17. Performs related duties as assigned.

**EVALUATION:**

The School Business Administrator/Board Secretary/ Supervising Accountant shall evaluate the Bookkeeper in accordance with Board Policy, this Job Description, and such other criteria as shall be established by the Board of Education.