Fairview Public Schools

Fairview, New Jersey

Job Description: **Executive Bookkeeper**

**Reports to: Business Administrator/Superintendent of Schools**

Qualifications:

1. High school diploma or commercial background.
2. Working knowledge/skills of basic computer applications (Word, Excel).
3. Knowledge of Systems 3000 payroll and personnel program.
4. Excellent communication skills.
5. Ability to work independently in a time sensitive environment.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Function:

1. The Executive Bookkeeper is directly responsible to the Business Administrator. This employee is expected to maintain the confidentiality of the office and the position.

1. The Executive Bookkeeper is directly responsible for payroll, maintaining and administering the district meal program.
2. The Executive Bookkeeper shall assist the Business Administrator in the efficient operation of the Business Office in order to enhance the educational program for the students of the district.
3. The Executive Bookkeeper is employed on the basis of a twelve (12) month contract.

Duties:

1. Acts as a receptionist for the Business Administrator, when necessary, and maintains information regarding students, parents and staff members in a confidential manner.
2. Prepares notices to parents and staff related to the district meal program.
3. Is responsible for maintaining student enrollment status for the district meal program and reporting any change in status to the Business Administrator.
4. Prepares and files state and federal reports related to the district meal program.
5. Is responsible for accounting of all meal program funds.
6. Maintains records of Health Department Reports and addresses areas of concern regarding the district meal program.
7. Maintains accurate files related to the purchasing of educational and non-educational supplies and equipment.
8. Reviews all district Purchase Orders to ensure accuracy regarding vendor information and pricing.
9. Accurately verifies the delivery of supplies and equipment and completes the payment process.
10. Reviews all staff time sheets and verifies accuracy.
11. At the end of the month proves out registers.
12. Performs all other duties as directed by the Business Administrator and/or the Superintendent of Schools.

Adopted by the Fairview Board of Education: November 14, 2017