

**WALL TOWNSHIP PUBLIC SCHOOLS
CENTRAL OFFICE**

JOB DESCRIPTION: ACCOUNTS PAYABLE COORDINATOR

REPORTS TO: BUSINESS ADMINISTRATOR/BOARD SECRETARY

**PERFORMANCE
RESPONSIBILITIES:**

1. Prepare and enter purchase orders.
2. Process requisitions entered by district personnel.
3. Print purchase orders – 300 to 1500 per month.
4. Separate, match, mail, file and distribute PO's to schools, etc.
5. Prepare invoices for payment in accordance with New Jersey statutes and Board policy.
6. Prove batch totals.
7. Run reports.
8. Print checks.
9. Manage prior year open purchase orders.
10. Match checks with invoices.
11. Mail checks following board approval.
12. Manage audit trail for all checks and warrants.
13. Prepare sample bill list to be distributed at monthly Board of Education meetings.
14. Print and distribute reports to Board of Education members.
15. Respond to inquiries from a multiple of vendors.
16. Assist and troubleshoot 40 district-wide Fund Accounting users.
17. Prioritize high volume of mail.
18. Cancel open purchase orders at year end.
19. Encumber purchase orders.
20. Process fixed assets.
21. Prepare and print manual checks as directed.
22. Verify 1099 data and confirm recipients.
23. Prepare various reports for auditors.
24. Prepare and analyze accounts at budget preparation as directed.
25. Perform account analysis as needed.
26. Maintain confidentiality in all aspects of the job.
27. Any other duties as assigned by the administrator/supervisor.

Cross-trained in various functions within the Central Office.

Note: All functions are deadline driven.

APPROVED: July 13, 2004