

**WALL TOWNSHIP PUBLIC SCHOOLS
CENTRAL OFFICE**

TITLE: PURCHASING/ACCOUNTS PAYABLE ASSISTANT

REPORTS TO: Business Administrator/Board Secretary

PERFORMANCE RESPONSIBILITIES:

1. Prepare purchase bid specifications.
2. Prepare and obtain quotes in compliance with district policy and procedures.
3. Maintain State contract, cooperative, bid, and quote vendors, along with allowable items and services.
4. Ensure purchase requisitions are in compliance with District policy.
5. Prepare and enter purchase orders.
6. Process requisitions entered by district personnel.
7. Print purchase orders.
8. Separate, match, mail, file and distribute PO's to schools, etc.
9. Prepare invoices for payment in accordance with New Jersey statutes and Board policy.
10. Prepare and run monthly reports as required.
11. Match checks with invoices.
12. Mail checks following board approval.
13. Assist and troubleshoot district requisitioners.
14. Prepare and print manual checks as directed.
15. Verify 1099 data and confirm recipients.
16. Assist with report preparation for auditors.
17. Maintain confidentiality in all aspects of the job.
18. Any other duties as assigned by the administrator/supervisor.

TERMS OF EMPLOYMENT: 12 months

APPROVED: October 16, 2007