

Caldwell – West Caldwell Public Schools

Job Description

Title: **Secretary 1: Accounts Payable**

QUALIFICATIONS:

1. High School graduate
2. Previous job experience and knowledge of computer programs and computer data entry
3. Accurate typing skills
4. Such other qualifications as may be specified

REPORTS TO: Business Administrator

RESPONSIBILITIES:

1. Maintain a complete and systematic set of records for all the district's requisitions of supplies and materials
2. Type and verify all district purchase orders and send to vendors in a timely manner
3. Input into the computer all district Accounts Payable records
4. Prepare all computer generated Accounts Payable reports, monthly Bill list and warrants
5. Organize and distribute annual bidding materials for district supplies and equipment, and maintain list of vendors
6. Assume responsibility for correspondence relating to the district's purchasing activities
7. Maintain and compile district inventory records of equipment purchases for computer input
8. Organize, maintain records, and correspondence with Non-Public schools for Non-public textbook orders and Non-public School Transportation reimbursement
9. Maintain the system of backup for the district's computer data base on a daily and weekly basis
10. Maintain the internal and outside use schedule of the district's facilities, and prepare and distribute the weekly schedule for each building
11. Perform other assigned tasks as established by the Board Secretary/Business Administrator