ENGLEWOOD PUBLIC SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: ACCOUNTANT/ACCOUNT MANAGER
(Non-certificated/Non-guide Administrator)

QUALIFICATIONS:

- Bachelor's degree or higher
- Degree in accounting
- Certification as School Business Administrator preferred
- School or public agency experience – desirable
- Experience in budget preparation and administration, and understanding of statutory and code requirements related to school budgeting
- Understanding of the principles and practices of financial accounting and reporting procedures consistent with statute and code requirements
- Knowledge of statutory requirements and accepted practices in school districts related to insurance, purchasing, transportation, food services, school plant operations and facilities planning
- Demonstrated organizational, communication and interpersonal skills
- Understanding of statutory requirements related to public employment and collective bargaining
- Computer literate

REPORTS TO: School Business Administrator

PERFORMANCE RESPONSIBILITIES:

1. Assists School Business Administrator in all accounting functions with a special emphasis on reporting financial information to the Board of Education and NJDOE.
2. Assists with the preparation of the annual budget/ monitors the overall budget to assure compliance with NJSA.
3. Administers the district's E-rate program which allows for discounts on telecommunications and internet access costs through a program funded by the FCC.
4. Monitors purchasing practices of the district as promulgated by NJSA 18:18A.
5. Assists in the preparation of the Application for School State Aid.
6. Assists the School Business Administrator as liaison to the Board attorney, auditors, architects and other Board approved consultants.
7. Prepares Requests for Proposals and Invitation for Bids to solicit vendors to provide goods or services to the Board of Education.
8. Serves in the capacity of the Board Secretary in the absence of the School Business Administrator when requested and approved by the Board.
9. Monitors all requests for travel and related travel expenses as submitted by staff in the context of travel regulations as mandated by the State of New Jersey
10. Monitors the business office portion of the Human Resources function such as payroll and contractual entitlements.
11. Performs such other duties as may be assigned by the School Business Administrator.

APPOINTMENT: Appointment shall be made by the Board of Education upon the recommendation of the Superintendent of Schools and/or his/her designee.

TERMS OF EMPLOYMENT: Twelve (12) months per year. Salary to be established by the Board of Education upon the recommendation of the Superintendent of Schools and/or his/her designee.

EVALUATION: Performance of this position will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of certificated personnel and the administrative procedures on non-certificated staff evaluation.

Revised: 11/01/07