

DELRAN TOWNSHIP SCHOOL DISTRICT

Accounts Payable Supervisor

Reports to: School Business Administrator/Board Secretary

[Confidential Status]

Job Analysis

Performance responsibilities: This position is a unique offering of the title. The work identified to be completed may be managed successfully only by an individual qualified to operate under the most general supervision, capable of exercising sound judgment in applying a series of defined data entry application procedures and often effecting decisions to solve challenges for which no precedent may exist. The successful candidate must possess knowledge, skill, and ability characteristics not found ordinarily among support staff ranks. The incumbent shall maintain highly specialized databases, including those that shall have very limited access by only a few select district personnel, dealing with items in confidential status that impact directly on the negotiations and arbitration process. In addition, the incumbent shall bear responsibility for the redact function of all confidential information in records maintained under the Open Public Records Act, pertaining to this job function.

Responsible for efficient operation of all school district purchasing and payment operations including, but not limited to: account payable dip files, vendor lists, fixed assets inventories, financial records and payment schedules, with particular focus on procurement thresholds and budget implications.

Supervise processing of purchase requisitions using approved district administrative software packages, including intra-district transmission of related data among cost centers.

Supervise the maintenance of assigned computerized records on an annual basis and employ district wide integrated data back-up systems as required.

Supervise the tracking of equipment/inventory (serial numbers/warranty information) when equipment is received and enter into fixed asset databases.

Required Knowledge, Skills and Abilities: Completion of a general education secondary program or equivalent along with demonstrated capacity in data base management programs, highly compartmentalized data bases and unique report generation involving confidential data.

Ability to operate main frame and networked computer applications and related software in a complex, multi-task environment, in which comprehensive oversight is a continuous responsibility.

Ability to read and interpret documents such as operating and maintenance instructions, and procedure manuals, including complex technical issues.

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals; compute rate, ratio, and percent and to draw and interpret bar graphs via computer applications.

Ability to write routine and unique reports and correspondence based on multi-faceted data interpretations. Ability to speak effectively before groups of employees and service providers of the district.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk, and hear. The employee occasionally will stand or walk. The employee is occasionally required to reach with hands and arms and will frequently repeat the same hand, arm, or finger motion such as when entering data. Employee will frequently interact with the public and other staff members. Specific vision abilities required by this job include close vision. The employee may occasionally lift up to 25 pounds such as boxes of paper.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

And all other duties as assigned by your immediate Manager and/or Superintendent.

JOB CONDITIONS AND SALARY

Twelve-month position with benefits and salary range as determined by the Board of Education.

APPROVED BY THE BOARD OF EDUCATION: February 13, 2012