

TRENTON BOARD OF EDUCATION

JOB DESCRIPTION

ACCOUNTING MANAGER

REQUIRED QUALIFICATIONS:

1. Bachelor's Degree in Accounting or Finance
2. Experience in New Jersey Public School District accounting
3. Proven ability to use electronic spreadsheets as a business analysis tool
4. Knowledge of Special Education contracts
5. Knowledge of computerized accounting, auditing procedures and reconciling accounts
6. Possess excellent communication skills in order interface with vendors and school district personnel
7. Experience conducting qualitative and quantitative analyses and utilizing results to inform decision-making
8. Knowledge of EWEG system.

REPORTS TO: Assistant Comptroller – Grants/Accounting/Contracts

JOB GOALS

The Business Office will support the vision of the Trenton Public Schools by ensuring that the district orients financial decisions toward what is best for students and does so in a financially sustainable way while providing efficient and cost-effective operations of services to schools, students and families.

SUPERVISES: Appropriate personnel as determined

PERFORMANCE RESPONSIBILITIES:

1. Responsible for auditing, reconciling invoices to purchase orders, shipping documentation and preparing all purchase orders for payment
2. Assist with the semi-monthly bill list and preparation of special warrants
3. Assist with reconciling all accounts payable and paying any credits and excesses
4. Review invoices to ensure that a contract is in place for all tuitions billed to the district
5. Maintain an excel spreadsheet with student and contract information

6. Review contracts from educational agencies including approved private schools, special services school district, educational services commission, state-operated schools, alternative school and other public school districts
7. Contacts and interacts with vendors via phone and/or writing regarding invoices, deliveries, corrections and discrepancies
8. Collaborate with Special Services and external stakeholders to ensure effective implementation of special education contracts
9. Monitor compliance and eligibility of tuition contracts, all other special services for district students attending in and out –of-district education facilities as identified in students’ IEPs and records
10. Support implementation of special services plans to ensure all goals and objectives meet guidelines that are aligned with the academic needs of students
11. Work in conjunction with the warehouse, purchasing and schools regarding shipments and problems
12. Responsible for maintaining a filing system of non-cleared purchase orders and follow up with vendors
13. Responsible for inputting and tracking/reconciliation of special education tuition invoices
14. Responsible for the accurate maintenance of financial records for accounts payable reports and coordination of timely retrieval of documents requested by external auditors
15. Reconcile all charter school payments
16. Uphold philosophies, values and Board Policies of the Trenton School District.
17. Exercise safe and appropriate work habits:
 - a. Demonstrate knowledge of and follow prescribed safety policies/procedures
 - b. Demonstrate general knowledge of work process within skill area
18. Promote positive inside and outside relations:
 - a. Work in consultation with the Purchasing, Accounting and Payroll Offices to ensure timely and accurate processing of orders and payments
19. Perform other duties related to the operations of the Business Office or as assigned by supervisor.

TERM OF EMPLOYMENT: Twelve (12) month position

BARGAINING UNIT: Confidential

SALARY: \$80,000 annually

EVALUATION: Performance of this position will be evaluated annually in accordance with the provisions of the Board’s policies and procedures for confidential employees

BOARD APPROVED: June 27, 2016