

JOB DESCRIPTION

TRENTON BOARD OF EDUCATION

Senior Accountant

JOB TITLE: SENIOR ACCOUNTANT ACCOUNTS PAYABLE (SAAP)

REPORTS TO: Accounting Manager and Assistant Comptroller

SUPERVISES: N/A

NATURE AND SCOPE OF JOB: Under the direction of the Accounting Manager and Assistant Comptroller, the Senior Accountant Accounts Payable performs complex accounting work that includes preparing financial statements and maintaining an accurate accounting system. S/he is responsible for performing audit and preparation of contracted purchase orders and invoices for payment on behalf of the Trenton Board of Education.

QUALIFICATIONS:

The Senior Accountant shall:

1. Hold a Bachelor's Degree in Accounting or related field. Master's Degree preferred.
2. Have experience beyond the Bachelor's Degree with preference in New Jersey Public School District accounting.
3. Knowledge of Generally Accepted Accounting Principles (GAAP) procedures, other State and Federal Grant guidelines as they pertain to a school district and experience in general accounting.
4. Demonstrate excellent organization skills.
5. Demonstrate ability to work independently.
6. Have excellent integrity and demonstrate good moral character and initiative.
7. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with staff and administration.
8. Demonstrate the ability to communicate effectively in English both orally and in writing, including Standard English usage, grammar and vocabulary.
9. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
10. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education in accordance with N.J.A.C. 18A:6-7.1.
11. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation in accordance with N.J.A.C. 6:3-4A.4.
12. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
13. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

EMPLOYMENT TERMS:

The Senior Accountant shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits and leave time as specified in the TB&T Collective Bargaining Agreement.
3. Conditions established by laws and codes of the State and policies, rules and regulations established by the Board of Education (N.J.S.A 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Senior Accountant shall:

1. The SAAP is responsible to ensure accounting activity recorded within TBOE's records and books are accurate and complete
2. Responsible for auditing, reconciling invoices to Purchase Orders (PO's), shipping documentation and preparing all purchase orders for payment.
3. Contacts and interacts with vendors via phone and/or writing regarding invoices, deliveries, corrections and discrepancies
4. Works in conjunction with the warehouse, purchasing and schools regarding shipments and problems.
5. Maintaining and reconciling fixed assets schedules
6. Reviews vendor IRS form W-9s for completeness. Monitors the vendor database to ensure data is properly entered to facilitate the 1099 process. Prepares IRS Form 1099s for all eligible vendors and file appropriate reports with the IRS
7. Must adhere to the company's accounting policy and practices as well as Generally Accepted Accounting Principles (GAAP)
8. Provides complex analytics and reporting support for compliance with district, state and federal policies and guidelines
9. Find solutions and resolve concerns immediately with the vendor, prioritizing and escalating issues based on urgency/impact to community. Communicate status of issues and data to appropriate personnel and in a timely manner
10. Monitors daily operations of accounts payable staff to assist with problem resolution, awareness of work load, and ability to complete work on a timely basis
11. Work with the Accounting Manager and the Accounts Payable Team to provide improvement areas of focus
12. Work with 3rd party managed services and support issue resolution
13. Ability to work independently to accomplish his/her own assigned workload and collaboratively with other members of his/ her Accounts Payable or cross functional team in compliance with the approved Procure to Pay process standards at the agreed service levels
14. Drives analytics to support disbursements analytics; monthly, quarterly, annual close activities
15. Develops and delivers robust reporting and analytics to support fact based decision making
16. Assists in the development and maintenance of disbursements process standards and procedures
17. Assist with the monthly and yearly closing (accounting) and annual audit
18. Attend meetings and trainings for up-to-date accounts payable procedures and issues
19. Assist with the planning and recording of the district-wide annual budget (NJDOE)
20. Perform other related duties as assigned by the Accounting Manager, Assistant Comptroller, Assistant Business Administrator or Business Administrator
21. Ability to maintain confidentiality in all aspects of the job
22. Ability to manage multiple tasks and priorities with frequent interruptions
23. Upholds philosophies/values and Board Policies of the Trenton School District

EVALUATION

The Senior Accountant Accounts Payable shall be evaluated in accordance with Board of Education Policy.