



West Windsor-Plainsboro Regional School District

Job Description

Job Title: Supervisor of Accounts
Department: Finance
Report To: Comptroller
Salary Guide: Non-Affiliate A; Twelve-month contract
Prepared Date: 16 November 2021

Position Summary: Provide executive level administrative support to the comptroller. As an extension of the comptroller's authority, works closely with the comptroller to determine administrative priorities and ensures timely completion of those priorities by performing the duties personally or through other district staff. Provide direction, coordination, innovation and supervision of accounts payable staff and workload to ensure that purchase order system is properly executed.

Qualifications: Bachelor's degree. Two years of related experience and/or training, or equivalent combination of education and experience. To perform this job successfully, an individual must have strong administrative skills and the ability to prioritize work with minimal supervision. Demonstrates experience with independent projects and tasks. Must possess expert knowledge of computer software applications.

Essential Duties: The supervisor of accounts has the duties and responsibilities, commonly associated with this position, which are performed directly or through the proper delegation of authority, within the framework of the general laws of New Jersey, the regulations of the NJ State Department of Education, the policies and rules of the West Windsor-Plainsboro Regional School District, and the terms of the collective bargaining agreements and policies, with all of which they are expected to be familiar.

Relationship to the Comptroller

- Supervise and coordinate the efficient workflow of the department relative to the responsibilities of the comptroller.
- Aid the comptroller by analyzing and coordinating office services and affairs such as budget preparation and control, records control, and insurance.

- Arrange meetings on behalf of the comptroller and ensure that participants, as appropriate, are informed on issues to be raised at such meetings (i.e. safety committee).

Accounts Payable

- Prepare and administer accounts payable providing the necessary accounting documentation and controls to meet state and local auditing requirements.
- Assigns and instructs employees in accounts payable and supervises and evaluates the performance of their work.
- Provide and complete periodic (monthly and annual) reports for the finance committee.
- Manage the distribution of purchase orders to respective entities, departments, vendors, files ensuring that sufficient funds are available and that proper budgetary codes are charged in conjunction with the purchasing specialist.
- Maintain, prepare, and submit all data necessary for annual form 1099's.
- Prepare correspondence relating to the district's accounts payable department.
- Respond to vendor inquiries regarding accounts payable and 1099 reports.
- Respond to inquiries regarding accounts payable.
- Prepare emergency hand checks and a monthly report for the Board.
- Work with System 3000 to make the accounts payable function efficiently.
- Make recommendations to the administration on cost efficiency and operations.
- Serve as liaison with schools, departments and finance department staff on all business office related matters.
- Conduct routine audits regarding payments documentation.
- Maintain petty cash and checking accounts for the Board Office.
- Perform all other duties as assigned by the school business administrator.

Other Administrative

- Respond to inquiries and requests for information from employees, parents, students and citizens and perform research necessary to provide an accurate and informed response.
- Prepare correspondence and answers inquiries regarding school district matters.
- Compile statistical and other data from questionnaires and surveys required by local, state and national organizations.
- Review and analyze budget reports to ensure timely and accurate completion by district cost centers in conjunction with the accountant.
- Identify administrative needs and develop appropriate solutions or recommendations.
- Interpret and apply laws, rules, and regulations applicable to the organization.
- Analyze procedures and workflow of a division or program, and recommends improvements in such areas as purchasing, accounting, budget development, and administration.
- Participate in the weekly preparation of the Board briefing (Pony).
- Accept assigned tasks necessary for office administration.

Additional Responsibilities

- Perform all other duties that may be assigned by the comptroller.

SUPERVISORY RESPONSIBILITIES: This position supervises secretaries that are assigned to perform accounts payable related duties.

TECHNOLOGY SKILLS

Ability to be proficient in computer applications pertinent to support the position, including but not limited to Microsoft Office, Microsoft Excel, Google Suite, Genesis Employee Portal, and Student Information System.

EVALUATION OF PERFORMANCE

Performance of this position will be evaluated annually in accordance with the New Jersey Administrative Code and Board of Education policy.

PHYSICAL DEMANDS

The physical demands described in this job description 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.

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.

TERMS OF EMPLOYMENT

12 Month Contract. Salary and benefits as determined by the Board of Education and any applicable and collective negotiations agreement.

The information contained in this job description is reviewed and approved by the Board of Education and may be modified as district and state requirements evolve. This job description does not constitute a written employment contract.

NEW JERSEY FIRST ACT

New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires employees of all school boards to reside in the State of New Jersey unless otherwise exempted under the law.

AMERICANS WITH DISABILITIES ACT STATEMENT

External and internal applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The West Windsor-Plainsboro School District shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law, in the event such a determination becomes necessary.

The West Windsor-Plainsboro Regional School District is proud to be an Equal Employment Opportunity and Affirmative Action employer. The district does not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

Board Approval Date: 11/16/2021

Certified by: C. L. Comella
Director of Human Resources