

Franklin Lakes Public Schools
Franklin Lakes, New Jersey
Job Description

Title: Accountant / Transportation Coordinator

Qualifications:

- College Degree in Finance/Accounting
- 2 years experience in accounting or bookkeeping, accounts payable preferred
- Demonstrated computer systems proficiency related to assigned roles and responsibilities
- Such alternative qualifications as the Board may find acceptable

Reports To: School Business Administrator/Board Secretary

Job Goal: To assist in the administration of the district's business affairs so as to provide the maximum educational services for the financial resources available.

Performance Responsibilities

1. Assists the Business Administrator/Board Secretary in maintenance of complete and comprehensive records of all financial transactions of the District
2. Uses Systems 3000 and Versatrans programs
3. Instrumental in the implementation of online ordering system, process all purchase orders
4. Ensures use of State Contracts and co-op vendors as required by law and District policy
5. Prepares all checks for payment and work with staff and vendors to ensure all payments are made accurately and in a timely manner
6. Responsible for all agency escrow transactions
7. Assists the Business Administrator in preparation of budgets, Treasurers Reports and other financial reporting
8. Oversees bank reconciliations
9. Verifies and processes all grants (NCLB-ESSA, IDEA and 192/193), with direct oversight of Non-Public grants
10. Works closely with Human Resources staff especially regarding payroll agency processes
11. Oversees all aspects of Transportation services including; database maintenance, preparation of transportation routes, coordination with transportation vendors on a daily basis, completion of state reports and maintenance of all private school records
12. Works closely with the District's provider of custodial and maintenance services to ensure all buildings and grounds work is completed and properly billed
13. Any other activity assigned by the School Business Administrator or Superintendent of Schools as required

Revised: March 2017