



UPPER SADDLE RIVER SCHOOLS
Upper Saddle River, NJ 07458

JOB DESCRIPTION

- I Title:** Confidential Secretary/Accounts Payable Clerk
- II Qualifications:**
- A. High School diploma; bookkeeping training
 - B. Minimum experience as determined by the board
 - C. Good word processing skills
 - D. Knowledge of automated office equipment and secretarial skills.
 - E. Strong analytical, communication, and interpersonal skills
 - F. Good telephone skills and ability to communicate effectively
 - G. Required criminal history check and proof of U.S. citizenship or resident alien status
- III Primary Function:** To carry out all accounts payable, facilities usage, and clerical duties necessary for the smooth and efficient operation of the Business Office. Provide assistance, as needed, to the Superintendent of Schools with respect to confidential tasks associated with that office.
- IV Reports to:** School Business Administrator/Board Secretary or Superintendent of Schools, as appropriate.
- V Major Duties and Responsibilities:**
- A. Performs all accounts payable work as assigned by the Business Administrator/Board Secretary.
 - B. Maintains a regular filing system according to law, administrative code, and board policy.
 - C. Acts as a liaison between the Business Administrator/Board Secretary and all district vendors
 - D. Prepares all purchase orders as required by the Business Administrator/Board Secretary.
 - E. Maintains district financial records as it pertains to accounts payable responsibilities.
 - F. Prepares financial reports for the board agenda at the direction of the Business Administrator/Board Secretary.
 - G. Assists the Business Administrator/Board Secretary in preparing reports required by law, administrative code, and board policy.
 - H. Performs all use of facilities work as assigned by the Business Administrator/Board Secretary.

CONFIDENTIAL SECRETARY/ACCOUNTS PAYABLE CLERK

- I. Assembles confidential materials according to instructions, prepares summaries of confidential documents, and maintains confidential files.
 - J. Access and maintain locked, confidential files concerning personnel matters, negotiations issues, and grievances.
 - K. Performs specialized and confidential assignments, as required, including tasks related to the efficient operations of the district, as assigned.
 - L. Maintain a close working relationship with the other confidential secretaries in the Board Office and substitute for each of them when needed as “back up” support.
 - M. Performs other tasks related to the efficient operation of the office as assigned.
- VI **Terms & Conditions of Employment:** Salary and work year to be determined by the Board.
- VII **Compensation and Benefits:** As per contract.
- VII **Evaluation:** Performance of this job will be evaluated in accordance with the provisions of the board’s policy on the evaluation of noncertified staff.