



**WEST MILFORD TOWNSHIP PUBLIC SCHOOLS
BOARD OF EDUCATION OFFICE
46 HIGHLANDER DRIVE
WEST MILFORD, NEW JERSEY 07480**

VACANCY ANNOUNCEMENT

POSITION: **ACCOUNTS PAYABLE ASSOCIATE
BOARD OFFICE**

RESPONSIBILITIES: ***Includes, but is not limited to:***

- *Responsibility for distribution and processing payment for all district purchase orders including SACC and Food Service
- *Monitors the matching of purchase orders, verification of receipts, vouchers for payment and invoices prior to payment. Reconciles any discrepancies.
- *Responsible for monthly bills list and transfer of funds report
- *Responsible for all training of personnel on SMARTS software, fielding questions and security maintenance on SMARTS
- *Maintains vendor file for W9's and Business Registration Certificates
- *Issues 1099 tax documents and maintains all related information

QUALIFICATIONS:

1. Associate degree or minimum of 5 years financial office experience
2. Knowledge of GAAP accounting
3. Strong computer skills in Microsoft Office/word, excel and business office software
4. Strong organizational and interpersonal skills
5. Proficiency in financial accounting and purchase order processing (knowledge of SMARTS/CSI a plus)
6. Ability to work independently
7. Experience in utilizing office machines, such as a calculator, fax, copiers/scanner, check signer, multi-line telephone
8. Proof of United States Citizenship or legal resident alien status

PAY SCALE: Per Board of Education Agreement/Unaffiliated Board Office Unit

PROCEDURES: Electronic applications accepted via
<http://www.applitrack.com/wmtps/onlineapp>
Closing Date: Until Filled

An Equal Opportunity/Affirmative Action Employer