

Hampton Borough Board of Education (Hunterdon County)

Bookkeeper/Assistant to the SBA - Central Office

Confidential/Non-Union/Part-time (approximately 20 -25 hours per week)

12-Month position – available July 1, 2018

Qualifications:

1. Required criminal history background check, and proof of US Citizenship/legal resident status
2. Residency requirements as per NJ Statute
3. High School Diploma, College degree preferred
4. NJ Public School experience in business office operations and procedures
5. Experience with CDK Systems and R&L Payroll
6. Strong computer and Microsoft Office skills, including spreadsheets

Responsibilities Include:

1. Accounts receivable – tuition contracts, invoicing, and receipt of payments.
2. Accounts payable – processing of purchase orders, check issuance, bills list, and account management.
3. Transportation – student database, route information, interaction with bus contractor(s); aid-in-lieu.
4. Payroll – maintain proper salaries and deductions for all employees; process bi-monthly payroll; process and administer pension, tax, and health benefits programs; reconcile/transmit all bi-monthly, monthly, quarterly, and annual reports for pension, social security, taxes, and all voluntary employee deductions; respond to all employee inquiries; post payroll into financial program; maintain payroll files for audit.
5. Confidential data entry, record keeping, and file management.
6. General administrative assistant duties including the preparation and maintenance of Board of Education meeting minutes.
7. Other tasks and responsibilities related to the Business Office as deemed necessary by the Business Administrator or Superintendent.

Please submit letter of interest, resume, any certifications, and references to:

Ms. Patricia A. Martucci, Business Administrator
Hampton Borough Board of Education
32-41 South Street
Hampton, New Jersey 08827

Via fax to: (908) 537-

Via email to: pmartucci@hamptonpublicschool.org

Applications will be accepted until April 30, 2018 or until a suitable candidate is found.

EOE/AA