

ABSECON PUBLIC SCHOOLS

Job Description

TITLE: PALS BOOKKEEPER/SECRETARY

QUALIFICATIONS:

1. Accessible 5 days a week
2. Possesses excellent communication, organizational and computer skills, and the ability to compile and track data, produce reports and
3. Ability to work with students, parents, and staff
4. Experience with monitoring NJ subsidiary programs online preferred
5. Must obtain CPR certification
6. Must pass 3 online courses totaling 10 hours
7. Required criminal history background check, CARI and proof of United States citizenship or legal resident alien status

REPORTS TO:

- ✓ Director of PALS under the direction of Superintendent of Schools and Business Administrator

JOB GOAL:

- ✓ To assist supervisors in the PALS program

PERFORMANCE RESPONSIBILITIES:

1. Input all students attending the PALS program
2. Collect payments
3. Follow up on payments due
4. Follow up on back payments
5. Make deposits to bank
6. Log in daily deposits
7. Balance bank statement each month
8. Gather all bills for payments
9. Prepare bills for payment

TERMS OF EMPLOYMENT:

- ✓ Twelve (12) month work year
- ✓ Salary as negotiated through the Absecon Board of Education

EVALUATION:

- ✓ Director of PALS