Morris-Union Jointure Commission
ADVERTISED POSTING
Anticipated Position for the 2019 - 2020 School Year

Position: Accounts Payable/Accounts Receivable Specialist
(12-month position)

Location: Morris-Union Jointure Commission Business Office

Anticipated Effective Date: July 1, 2019

Qualifications:
- Three years accounts payable/receivable experience, public school preferred
- College degree preferred
- Computer proficiency, experience working with Microsoft Office (Word, Excel)
- Experience with alio preferred
- Exceptional accuracy with figures, recordkeeping and report completion
- Strong organizational skills with attention to detail
- Ability to communicate and work harmoniously with staff, public and vendors
- Excellent attendance and punctuality

Responsibilities:
- Perform computerized data entry in alio
- Ensure accuracy of invoices, research and resolve discrepancies
- Address inquiries from the School Business Administrator and/or Assistant School Business Administrator
- Maintain files on open and paid purchase orders; follow up on open orders monthly
- Handle inquiries from staff, vendors and districts regarding status of purchase orders and payments
- Maintain functions of purchasing, accounts payable and accounts receivable
- Other tasks as assigned by the administration

Benefits:
- Competitive salary in public school district
- Health insurance benefits
- Enrollment in the New Jersey Public Employees Retirement System

Please apply through AppliTrack link at www.applitrack.com/mujc/onlineapp/

Any questions, please email Jane Gorman-Mendez, Director of Human Resources, at jmendez@mujc.org

Equal Opportunity /Affirmative Action Employer