

## POSITION DESCRIPTION

<b>TITLE:</b>	District Purchasing / AP Secretary	<b>SUPERVISOR:</b>	District Administrator
<b>DEPARTMENT:</b>	Secretarial	<b>CLASSIFICATION:</b>	Support Staff

### I. Accountability Objectives:

Under administrative direction, performs responsible office work involving independent judgment and initiative; serves as the district purchasing secretary and accounts payable clerk; performs other related work as required.

### II. Position Characteristics:

Salary: Per Employee Handbook Wage Scale

Length of Contract: 12 Months (20 Hours / Week)

### III. Position Relationships:

Reports to: District Administrator

Coordinates with: District Administrator; building principals; district bookkeeper; district staff

### IV. Position Qualifications:

#### A. Required Qualifications:

High School Diploma; and experience with a school financial software package.

#### B. Desired Qualifications:

Recent accounting work experience including data processing; highly skilled in spreadsheet applications, preferably Excel; demonstrated proficiency in Word.

#### C. Special requirements of the position:

1. Ability to work independently.
2. Ability to perform work with a high degree of accuracy.
3. Ability to work independently with little supervision.
4. Ability to help unload freight and lift 50 pounds.
5. Ability to exercise judgment and discretion in the ordering of district supplies.
6. Ability to establish and maintain effective communications with district employees.
7. Ability to maintain strict confidentiality of information.
8. Ability to function under pressure.
9. Ability to maintain accurate and complete records and prepare clear and detailed reports.
10. Skills in organization.

### V. Position Responsibilities:

A. Purchasing for district and support building level, athletics, special education, co-curricular groups and administrative office (excluding activity account orders).

- Research costs, locate item numbers, check requisitions for accuracy, code according to WUFAR accounting system as requested.
- Prepare computer purchase orders as requested and approved by administration.
- Check invoices against purchase order and packing slip and approve for payment.
- Arrange deliveries by trucks to specific buildings when necessary.

B. Budgeting support working with the building clerical and administrators.

- Set up staff in electronic ordering program – WEB & PAC access, group accounting and assistance and training when necessary.

- Prepare and distribute budgeting packets to teachers.
  - Prepare budget balance reports monthly or as requested and send to administrators and activities director.
- C. Input accounts payable invoices and issue checks as needed. Work with Activities Director for officials checks and entry fees checks. Supply W-9's as needed for tax information. Create financial portion for BOE packet.
- D. Complete credit applications and set up tax exempt status with vendors as requested.
- E. Maintain vouchers for 10 years in records storage. Discard accordingly.
- F. At fiscal year-end close out open purchase orders to assist with year-end procedures.
- G. Maintain paper and basic supplies in CDEC storage for District needs.
- H. Do bank statement reconciliations monthly.
- I. Any transportation/busing billing needs to be verified with transportation request forms from schools. When costs are to be shared with another district or a Fund 60 account, facilitate this process.
- J. Monthly milk delivery slips received from schools totaled, averaged, checked against invoice for payment. Milk reports to bookkeeper.
- K. Credit card charges paid when verified. Any fraudulent activity reports to district credit card contact. Follow up to ensure proper charge back to account.
- L. Other duties as assigned.