

PURCHASING/ACCOUNTS PAYABLE SPECIALIST

JD LOCATOR: 4.08.6

Adopted: 8/97

Revised: 6/07

REPORTS TO:	Assistant Superintendent for Business Affairs
CLASSIFICATION:	Classified
FLSA STATUS:	Non-Exempt
TERMS OF EMPLOYMENT:	Salary and work year as reviewed and established annually by the Board of Education
EVALUATION:	Performance of this position will be evaluated regularly in accordance with the Board's policy on the evaluation of classified staff. Additional evaluations may be submitted at the discretion of the Assistant Superintendent for Human Resources.

JOB SUMMARY

To perform a wide variety of financial activities under the supervision of Assistant Superintendent (Business), primarily related to purchasing high quality supplies, accurate processing of payment for approved invoices/contract payments; recording, updated and reconciling fiscal information; and providing instructions and/or accounting support to other personnel in accordance with established financial practices.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual holding this position and additional duties may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

NOTE: Reasonable accommodations will be made, if necessary, to enable individuals with disabilities to perform the essential functions.

1. Maintain a variety of fiscal documents, files and records (manual and computerized) (e.g. purchase orders, reference materials, correspondence, state mandated reports, etc.) for the purpose of providing up-to-date references and audit trail for compliance.
2. Confer with vendors for equipment, furniture, supplies, and materials as required for the purpose of ensuring purchases are within district and/or state mandates.
3. Assist external auditors for the purpose of providing required information and coordinate necessary project activities.
4. Monitor account balances and related financial activity for the purpose of ensuring that allocations are accurate, expenses are within budget limits, and/or fiscal practices are followed.
5. Audit purchase requests for vendor names, budget allocation, and appropriate authorization prior to preparing purchase orders.
6. Monitor, prepare and process districtwide purchase orders on computer system and disseminate assigned purchase orders to proper schools, departments, and vendors as required.
7. Complete purchase order follow-up and expediting of assigned purchase orders, incomplete shipments, etc., and notify appropriate school or department personnel of disposition.
8. Process final review of all invoices for accuracy and completeness, once district secretaries have turned in the invoices for payment. Sort documents by account name and process invoices for payment.
9. Assist other personnel for the purpose of supporting them in the completion of their work activities.
10. Respond to inquiries from a variety of sources (e.g. district employees, vendors, auditors, etc.) for the purpose of resolving problems that cannot be resolved at building levels, providing information, and/or referring to appropriate personnel.
11. Compile data for the Board reports including information regarding supplies, equipment, services, funding sources, and vendors.

12. Participate in meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform functions.
13. Process UPS outgoing shipments for the district. Reconcile the UPS statement ensuring proper costs to the proper department or building.
14. Compile data for the district Impact Aid Application, including information regarding student count by building, grade, and residence code. Work closely with military officials regarding housing units under renovation to report on the Impact Aid Application. If necessary, physically visit housing areas on Ft. Leonard Wood to ensure accuracy of figures reported. Ensure the application is reported to the U.S. Department of Education in a timely manner.
15. Train department and school personnel on Keystone Financial Information System for the purpose of providing information on the operation and maintenance of the district's financial information.
16. Compose correspondence on a variety of matters (e.g. letters, reports, statistical data, memos, lists, etc.) for the purpose of communicating information to school and district personnel, the community, state/local officials, etc.
17. Work under limited supervision using standardized practices and/or methods; directing other persons within a small work unit.
18. Maintain a commitment to ongoing professional development.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATION REQUIREMENTS: The individual must be able to perform each essential job duty and responsibility satisfactorily. The following requirements are representative of the knowledge, skills, and/or abilities needed to perform the job at a fully acceptable level.

EDUCATION, EXPERIENCE, AND/OR CERTIFICATION

1. High school diploma or equivalent.
2. One-year certificate from college, technical school or equivalent from accredited university in secretarial science, business administration, or related field preferred.
3. Five or more years of increasingly responsible secretarial and administrative experience involving accounting and purchasing practices.
4. Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the essential functions of the position.
5. Such alternatives to the above qualifications as the Board may deem appropriate or acceptable.

COMMUNICATION SKILLS

1. Strong communication, public relation, and interpersonal skills.
2. Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback.
3. Ability to compose correspondence, reports, and/or other required written materials.
4. Ability to read, analyze, and interpret information.
5. Ability to effectively present information and respond to questions, inquiries, and/or complaints.
6. Displays courtesy, tact, and respect when dealing with others.

MATHEMATICAL SKILLS

1. Ability to perform basic math using whole numbers, common fractions, and decimals consistent with the duties of this position.

REASONING ABILITY

1. Ability to interpret a variety of instructions and information furnished in written, oral, diagram, or schedule form.
2. Ability to identify and define problems, collect and analyze data, establish facts, and draw valid conclusions.

OTHER SKILLS AND ABILITIES

1. Maintains appropriate confidentiality.
2. Promotes a harassment-free environment.
3. Establishes and maintains effective working relationships; demonstrates a commitment to teamwork.
4. Ability to learn and utilize office equipment, computers, and software especially as systems are upgraded.
5. Excellent computer and keyboarding skills.
6. Excellent grammatical, spelling, and punctuation skills.
7. Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions, and perform duties and tasks at expected levels of professionalism.
8. Extensive knowledge of and ability to perform duties in full compliance with all district, Board of Education, state and federal laws, methods, requirements, policies, procedures, and activities pertinent to the duties of this position.
9. Ability to use independent judgment and demonstrates initiative to act without being asked.
10. Ability to learn and upgrade skills in order to meet changing demands of the position.
11. Ability to plan and manage multiple projects.
12. Ability to perform standard bookkeeping/accounting procedures.
13. Ability to prepare and maintain accurate files and records.
14. Knowledge of Macintosh and PC hardware and software configurations, and pertinent software/applications.
15. Knowledge of purchasing procedures, policies, terminology, and methods.
16. Ability to perform arithmetic computations and work with detailed, statistical information/data with efficiency, speed, and accuracy.
17. Ability to work independently with minimum supervision.
18. Ability to meet strict deadlines.
19. Ability to understand and perform complex work.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is frequently required to reach with hands and arms, and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee experiences constant interruptions and inflexible deadlines. The noise level in this environment is quiet to moderate. Duties are performed primarily indoors and occasionally outdoors. In-district and out-of-town travel required as necessary for training and/or to carry out duties and responsibilities.

ACKNOWLEDGMENT

I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

Employee's Signature	Date	Supervisor's Signature	Date
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