



## ACCOUNTING TECHNICIAN (PURCHASING)

Classification: Administrative Support 1

Location: Assigned Department

Reports to: Procurement Supervisor

FLSA Status: Non-Exempt

Bargaining Unit: EAEOP

This is a standard position description to be used for positions with similar duties, responsibilities, classification and compensation. Employees assigned to the position description may or may not perform all of the essential functions indicated in this position description.

This job description does not constitute an employment agreement between the district and employee and is subject to change by the employer as the needs of the district and requirements of the position change.

### **Part I: Position Summary**

This position provides fiscal administrative support to the district's purchasing program.

### **Part II: Supervision and Controls over the Work**

Works under the supervision of the director of business services. Work is controlled and/or guided by state statute and state administrative code, professional practice, school and district policies and procedures, and directions and expectations as established by the administrator(s).

### **Part III: Major Duties and Responsibilities**

Duties may include, but are not limited to:

1. Assists in the preparation and posting of request for bids/proposals. Receives and responds to bid inquiries. Assists in assembling bid materials and preparing them for bid review and award. Receives and logs incoming bid information. Contacts vendor to resolve questions or issues regarding bids.
2. Researches products and product information and conveys information to district staff. Process purchase orders following district procedures and works with vendors and customers to confirm details and solve problems.
3. Reviews and verifies purchase order and vendor information; verifies budget codes, tracks contracts and cost; works with vendors and customers to resolve problems and disputes. Contacts vendors and district officials to clarify questions on bids and purchase orders.
4. May compose materials, to include reports, correspondence, announcements, notices, memorandums, and other materials from verbal direction or from written draft, proof material for accuracy of format, grammar, typing and compliance with procedural instructions.

5. Records and compiles various types of data, manually and/or by computer; creates purchasing transaction reports. Enters and maintains data in the district financial management/purchasing system.
6. Updates and records district-wide equipment inventory including capital assets and theft-sensitive devices. Issues tags from purchase orders, enters serial numbers, site location, etc. Tracks transfers to other sites or to surplus. Prepares year-end inventory site reports. Arranges for disposal of surplus items. May assist with employee training on the district's purchasing and inventory program.
7. Assists with answering phones, forwards messages, maintains appointment calendars.

Performs other duties as assigned.

**Part IV: Minimum Qualifications**

1. Must have experience working or interacting successfully with culturally diverse families and communities or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. High school diploma or equivalent.
3. Minimum of three years job related experience.
4. Thirty semester credits or 45 quarter credits from a post-secondary institution at an accredited university, college, community college or business school may be substituted one-for-one for the years of related experience.
5. Experience which demonstrates excellent customer service abilities, interpersonal skills, team player attitude, and the ability to manage situations.
6. Experience which demonstrates excellent problem solving, mathematical, and analytical skills with a high level of attention to detail and reliability.
7. Experience which demonstrates strong organizational skills and the ability to meet deadlines.
8. Experience which demonstrates excellent written communication skills and which demonstrates the ability to compose and proof correspondence.
9. Working knowledge and demonstrated experience with email and Microsoft Office programs, including Word and Excel.
10. Demonstrated ability to understand, recognize, and protect highly confidential information.
11. Ability to effectively communicate with and appreciate individuals from diverse, socio-economic backgrounds.
12. Ability to operate office machines/equipment, to include-computer, multi-functional printer and fax machine.



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### **Part V: Desired Qualifications**

1. Experience with the district's financial management system.
2. Associate's degree in business or accounting.

### **Part VI: Physical and Environmental Requirements of the Position**

The physical demands and work environment 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 frequently required to sit, talk, lift, carry, move about, hear and speak. Employee may be required to perform extensive work at a computer display terminal. The employee must occasionally lift and/or move 25 to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Employee may be required to interact with clients, customers, and staff who are emotionally upset, angry or distraught. In such interactions, employee must be able to maintain control and decorum and professionalism.