

JOB DESCRIPTION

JOB TITLE: Bookkeeper/Purchasing Clerk

REPORTS TO: Business Manager

DEPARTMENT: Central Office Support Staff

I. NATURE AND SCOPE OF JOB:

To contribute to the smooth and efficient operation of the business office so as to facilitate achieving the mission and goals of the District for all students. To assist in the District's business administration to provide maximal educational services within available financial resources.

II. EXPECTATIONS:

1. Maintains confidentiality in all matters of the District.
2. Maintain a positive attitude that supports the District Mission.
3. Maintain a positive and supportive relationship with all people in the work place.
4. Be responsible for acceptable personal attendance and punctuality.
5. Accept responsibility for the identified job description and continually strive to perform work of the highest quality.
6. Responsible for adhering to District policies.

III. JOB FUNCTIONS:

A. Essential Functions:

1. Prepares and maintains, under the supervision of Assistant Business Manager, a systematic set of records for all financial transactions of the District.
2. Perform all usual office routines and practices such as: file, research, memos, reports and spreadsheets: prepare and/or type reports and other documents, frequently confidential in nature, and compose letters and answer correspondence as directed.
3. Provides services as a receptionist, placing and receiving calls, and recording messages.

4. Sort, distribute, and process mail for Central Office including but not limited to delivery of mail to local post office during summer months.
5. Runs necessary processes to record detail of financial transactions in appropriate journals and subsidiary ledgers, summarizing entries recorded.
6. Reconciles all bank accounts maintained by the District.
7. Assists staff members in completion of all forms related to purchasing necessary to ensure proper order procedure and payment.
8. Checks purchase requisitions to determine accuracy of information and submits requisitions to the Business Manager for approval.
9. Prepares and distributes purchase orders to vendors and appropriate department.
10. Maintains the vendor information file
11. Maintains an accurate system of accounting for District's fixed assets.
12. Checks orders received against the purchase order issued.
13. Maintain supply room inventory for teachers on-hand supply.
14. Process outgoing freight (UPS) etc.
15. Process payroll bills monthly.
16. Contact person for copy machine accounts, District cell phones.
17. Perform other duties as assigned.

IV. JOB QUALIFICATIONS:

A. Knowledge, Skills and Mental Ability:

1. Competency in typing, word processing, database, spreadsheets, record keeping, and internet use.
2. Ability to compose written material with accurate use of grammar, spelling, punctuation, calculate figures and percentages
3. Ability to maintain information accurately.
4. Ability to work effectively with the public
5. Ability to respond to needs of all employees in a polite and professional manner
6. Ability to take direction from several administrators/Board members

7. Ability to contribute to a positive office relationship
8. Present a professional image at all times

B. Education, License, Certification or Formal Training:

1. High School diploma or equivalent
2. College degree or a minimum of 4 years previous office experience preferred
3. Knowledge of necessary software programs i.e. Word processing, database, spreadsheets.
4. Annual Blood borne pathogens.

C. Equipment Used:

Typewriter	Telephone	Paper Shredder
Computer	Copy Machine	10-Key Calculator
Fax Machine	Postage Meter	

D. Physical Demands:

1. Ability to tolerate physical demands specifically related to and necessary for performing all usual office routines and practices associated with a busy, productive office
2. Lifting of boxes and equipment
3. Deadline oriented position
4. Heavy paperwork load
5. Sitting for prolonged periods of time
4. Extensive computer use

E. Environmental Demands:

1. Air-conditioned building
2. Fluorescent Lighting
3. Ability to tolerate environmental demands specifically related to and necessary for performing

4. all usual office routines and practices associated with a busy, productive office.
5. Numerous phone calls
6. Numerous interruptions

Carbon County School District One does not discriminate on the basis of race, color, national origin, sex, age, disability, political affiliation, religion, or belief in relations to admission, treatment of students, access to programs and activities, or terms and conditions of employment.

4/18/96

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