TRAVIS UNIFIED SCHOOL DISTRICT

Reaching beyond the boundaries to build a community of learners.

TITLE: Purchasing Payroll Technician **CLASSIFICATION: Classified**
DEPARTMENT: Business Services and Operations **RANGE: 20**

DEFINITION

Under the general supervision of Chief Business Officer and the direct supervision of Fiscal Services, performs varied duties associated with the processing and completion of accounting transactions and performs technical clerical support for the Accounts Payable, Purchasing and Warehousing, and Payroll operations of the District. This position performs a wide variety of technical clerical functions in payroll, accounts payable, attendance accounting, deposits, fringe benefits, and other related functions of the District as assigned. This positions also performs general clerical duties of typing, posting, filing, typing of letters, memos and other related documents in support of the above activities.

REPRESENTATIVE DUTIES

- Collects, collates, files and matches purchase orders, receiving documents and invoices comparing receipt, billing and extension for discrepancy. *E*
- Prepare disbursement for funds for utilities, conference and travel reimbursements, mileage, petty cash and revolving cash funds. *E*
- Performs data entry into accounts payable program and order printing of warrants and reports. *E*
- Disburse paperwork and mail warrants. *E*
- Verify payment against Prelist. *E*
- Collect data for the state sales and use tax report; prepare warrant and file quarterly paperwork with the State Board of Equalization. *E*
- Procures supplies, materials, services, and equipment for the operation of the District, ensuring that all procurement policies, applicable purchasing practices and standards, and bid process are met. *E*
- Reviews, examines, and process requisitions, purchase orders, and other related documents, including contract and bid recaps, to ensure compliance with establish purchasing procedures, and to confirm funding availability. *E*
- Provides information and guidance to District departments regarding their purchasing needs, specifications for services, supplies, and equipment, and computerized purchasing system. *E*
- Obtains quotes for stock and special-order items; researched availability, quality, and price of equipment, services, and supplies. *E*
- Maintains good working relationships with vendors/contractors; resolves discrepancies and disputes; develops and administers vendor/ contractor agreements; negotiations terms and conditions of contracts; maintains related files and databases. *E*
- Maintain site Petty Cash Funds; audit and replenish funds for other sites. *E*
- Maintain data for 1099 reporting and audit prior to printing of forms and annual report. *E*
- Monitor for nonresident withholding an process withholding and reports as necessary. *E*
- Maintain vendor payment files. *E*
- Conduct a quarterly review of accounts payable; reverse entries and follow-up as needed with outside agencies or vendor regarding payment. *E*
- Monitor Purchase Orders and contracts for California Independent Contractor program and file reports with the State. *E*
- Collects, completes and submits the attendance reports to the appropriate agency for P-1 , P-2 and annual report periods. *E*
- May receive money and prepare deposits. *E*
- Collect, process and reconcile retiree/COBRA benefits payments on a monthly basis. Notify participants of rate changes, as necessary.
- Cross-trains with other business functions in the department.
- Carries out related duties as assigned.

E=Essential Duties as required by the American with Disabilities Act

EMPLOYMENT STANDARDS

Knowledge of:

- Methods, practices, principles, trends and procedures of school district accounts payable processes; legal mandates, policies, regulations and operational guidelines pertaining to school district accounting practices and procedures and computer -based accounting programs.

SKILLS AND ABILITIES

- Passing score on Travis Unified clerical tests and ability to type accurately 40 wpm.
- Perform detailed financial record keeping.
- Make complex calculations quickly and accurately.
- Interpret and apply legal mandates, policies, regulations and operational guidelines to complex financial control processes.
- Understand and carry out oral and written directions.
- Work independently with a minimum of supervision.
- Read and write at a level sufficient for the performance of assigned duties.
- Establish and maintain effective organization and outstanding customer service.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

EXPERIENCE

- Any combination of training, experience and/or education equivalent to two years of full-time equivalent paid accounting experience including working with an automated financial system.
- College level training in finance, accounting, business administration or closely related field may be substituted for up to one year of experience on the basis of training.

PHYSICAL DEMANDS

Frequency Key	
None	(1)
Occasional (up to 25% of shift)	(2)
Intermittently (up to 50% of shift)	(3)
Frequently (up to 75% of shift)	(4)

Activity	Frequency		Activity	Frequency
Bend	2		Lift/carry 0-10 lbs	2
Twist	2		Lift/carry 11-25 lbs	3
Squat	2		Lift/carry 26-40 lbs	3
Kneel	2		Lift/carry 41-100 lbs	1
Climb	1		Stand	3
Reach above shoulder	2		Walk	3
Grip/Grasp	3		Sit	4
Extend/Flex Neck	2		Drive	4
Use Right Hand	4		Perform Repetitive Hand Motions	3
Use Left Hand	4		Keyboarding/Mouse Work	4
Ability to See	4		Ability to Hear	4

THE TRAVIS UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex.