SOUTHINGTON Public Schools

JOB DESCRIPTION

TITLE: ADMINISTRATIVE ASSISTANT

DEPARTMENT: Purchasing/Accounts Payable

QUALIFICATIONS:

1. A minimum of a high school diploma.
2. Some college or post-secondary education is desirable.
3. Two to five years of successful purchasing and bookkeeping/accounting experience required.
4. Excellent computer skills including knowledge of Microsoft Office™ (Word, Excel, etc.).
5. Knowledge of Alio (LINQ) computer programs preferred.
6. Excellent interpersonal and communication skills.

REPORTS TO:

Accounting Manager/Director of Business & Finance

JOB GOAL:

To organize, monitor, process, follow through and record all invoices and/or purchase orders to ensure prompt order placement and payment. Process and print checks for payment of invoices.

PERFORMANCE RESPONSIBILITIES:

1. Check all requisitions/invoices for correctness, price extensions, coding information, authorization, including charge account and/or fund information, resolve all irregularities.
2. Create, by computer input, all unpaid payments.
3. Maintain a comprehensive file of all open invoices and purchase orders.
4. Follow-up and identify outstanding invoices including the follow through of shipping problems, cancellations and credits due; price changes, shipping charges and receiving.
5. Coordinate and maintain all receiving records with invoices.
6. Accurately input and pay invoices through computer input for payment. Ensure proper sign off has been obtained prior to payments.
7. Prepare, print and mail all checks/invoices/purchase orders to vendors and maintain accurate records of paid invoices.
8. Maintain a comprehensive matched file of vendors paid invoices with attachment of purchase order copy and check copy.
9. Serve as back up for Production/Maintenance/Purchasing Administrative Assistant.
10. Prepare purchase orders when needed for the Purchasing Administrative Assistant.
11. Perform any other job related responsibilities as assigned by the immediate supervisor.

3/14/96
Revised 4-10-06 Approved 5-11-06
Revised 12-31-24 Approved 2-27-25

TERMS OF EMPLOYMENT:

1. Determined by the working agreement between the Southington Board of Education and Nutmeg Independent Labor Unions (NILU).
2. A twelve-month work year

EVALUATION:

Performance of the job will be evaluated annually by the Accounting Manager.