

**NATOMAS UNIFIED SCHOOL DISTRICT**

**PURCHASING/WAREHOUSE COORDINATOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**DEFINITION**

To perform assigned technical accounting work involving purchasing; warehousing; and to perform related duties and responsibilities required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Business Manager.  
Exercises functional and technical supervision of warehouse worker.

**ESSENTIAL FUNCTION STATEMENTS**--*Essential responsibilities and duties may include, but are not limited to, the following:*

**Essential Functions:**

1. Perform technical accounting functions.
2. Perform a variety of functions in purchasing; including maintaining contact with vendors, processing purchasing requisitions and receiving incoming goods.
3. Responsible for coordinating the bid process; assist in preparing specifications; prepare packets; advertise bids; open bid quotes.
4. Responsible for annual and ongoing fixed asset inventory; maintain inventory and tag all fixed assets; patrol work sites to account for fixed assets; collaborate with and assist auditors.
5. Plan and coordinate activities in the warehousing, including receiving, inventory and stocking of supplies; respond to and resolve inquiries from the warehouse staff person.
6. Direct the activities of the warehouse worker.
7. Prepare a variety of financial and statistical reports on operations and activities in assigned areas.
8. Perform technical and clerical functions involving data input, answering phones,

and preparing correspondence.

**Marginal Functions:**

1. Answers questions and resolve concerns in assigned area.
2. Performs related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

- Basic principles of accounting.**
- Laws and regulations applying to school district accounting operations.**
- Modern office practices, procedures, and equipment.**
- Operational characteristics of computers.**
- Pertinent Federal, State and local laws, codes and regulations.**
- Purchasing principles and practices.**
- Methods, practices, and terminology used in bookkeeping.**

**Ability to:**

- Analyze, interpret, and prepare financial statements and reports.**
- Make calculations accurately and quickly.**
- Communicate clearly and concisely, both orally and in writing.**
- Establish and maintain effective working relationships with those contacted in the course of work.**
- Maintain effective audio-visual discrimination and perception needed for:**
  - ***Making observations***
  - ***Communicating with others***
  - ***Reading and writing***
  - ***Operating assigned equipment.***
- Maintain mental capacity which allows the capability of:**
  - ***Making sound decisions***
  - ***Demonstrating intellectual capabilities.***

**Experience and Training Guidelines**

***Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:***

**NATOMAS UNIFIED SCHOOL DISTRICT**  
**Purchasing/Warehouse Coordinator (*Continued*)**

**Experience:**

**Two years of responsible accounting or bookkeeping experience including some clerical experience.**

**Training:**

**Equivalent to completion of the twelfth grade. Supplemental college level course work in accounting or bookkeeping is desired.**

**WORKING CONDITIONS**

**Environmental Conditions:**

**Office environment utilizing computers.**

**Physical Conditions:**

**Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time. Light to moderate lifting may be necessary when assigned to purchasing.**

Adopted 7/10/96  
Range Updated: July 1, 2025 per CBA