

**CENTRAL UNIFIED SCHOOL DISTRICT****POSITION DESCRIPTION**

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**Position:** Purchasing/Fiscal Analyst**Classification:** Classified Confidential**FLSA:** Non-Exempt**Reports to:** Finance and Budget Manager**Schedule Range:** Classified Confidential  
Salary

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**EDUCATION AND EXPERIENCE**

Any combination equivalent to: graduation from high school supplemented by college-level course work in business office management and /or three years increasingly responsible experience in accounting, budgeting, purchasing, and inventory control.

**LICENSES AND OTHER REQUIREMENTS**

Valid California driver's license.

**SUMMARY**

Under the direction of the Finance and Budget Manger, perform a variety of technical and analytical duties in the areas of purchasing, budgetary analysis and development, position control, attendance accounting and financial management.

**SPECIFIC REPSONSIBILITIES**

1. Assists with the organization, staffing and operational activities for the departments.
2. Assists with the coordination with the work plan for purchasing and warehouse
3. Plan and perform variety of budget and fiscal simulations, analyses and calculations to ensure accuracy of information.
4. Perform accurate financial and operation audits.
5. Schedule and assign routine ad special transfer of supplies, materials, mail, equipment, and furniture to various District Locations.
6. Assists with District Wide inventory and capital asset program
7. Conducts District wide inventory and maintain a variety of records and reports pertaining to the fixed asset program for GASB34, records disposal of surplus, records software purchases
8. Distributes information to departments and school sites. Prepares memos for communication to vendors or school site personnel.
9. Assists with purchase orders for the procurement of equipment, materials, supplies and services.
10. Performs other duties as assigned that support the overall objective of the position.

**SPECIFIC QUALIFICATIONS**

Knowledge Of:

Purchasing management and procurement programs;  
Basic Accounting principles  
Warehouse management  
Construction Cost Accounting  
Governmental Accounting Standards Boards statements;

California School Accounting manual  
Preparation, review and control of assigned accounts;  
District Organization, operations, policies and objectives  
Oral and written communication skills;  
Interpersonal skills using tact, patience and courtesy;  
Microsoft Office;

Ability To:

Manage assigned functions relating to fiscal management, control and analysis;  
Control and monitor assigned budgets or accounts;  
Prepare and analyze comprehensive reports;  
Plan and organize work;  
Establish and maintain cooperative effective working relationships with others;  
Communicate effectively both orally and in writing;  
Analyze situations accurately and adopt an effective course of action;  
Interpret, apply and explain rules, regulations, policies and procedures;  
Meet schedules and timelines;  
Work independently with little direction;

**QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL DEMANDS**

The physical demands 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 regularly required to speak, stand, talk, walk, see, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to read small print. The employee must frequently bend, reach above the head, as well as forward, and use fine motor skills.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

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