



Rockford Area Schools Job Description

Purchasing & Account Clerk

General Definition of Work

Perform purchasing, accounts payable, and accounts receivable administrative support, including reviewing, processing, and coordinating orders and paying invoices. Duties performed under limited supervision of the Business Manager.

Essential Functions

- Deposit funds and physical monies.
- Manage invoicing and packing slips.
- Process requisitions and purchase orders.
- Maintain vendor records and prepare 1099s.
- Oversee funding forms, billing, and submissions.
- Manage purchasing for the Buildings & Grounds Department.
- Maintain accounts payable documentation and data entry.
- Complete annual non public transportation reimbursements.
- Process vendor check payments and Professional Development registrations
- Reconcile credit card statements and Payrix payments.
- Maintain collaborative relationships and communication with staff and vendors.
- Assist Business Manager with additional duties as assigned, including CLiCS data entry, month end reporting, specials projects and audit preparation.
- First to answer district office phone calls.
- Prepare and manage unclaimed property letters.
- Manage purchase order clean up.

Knowledge, Skills and Abilities

- Demonstrate confidentiality.
- Proficient in arithmetic computations.
- Strong communication and customer service skills.
- Demonstrate accountability and effective decision making.
- Ability to establish and maintain effective working relationships.
- Thorough knowledge of purchasing, financial statements, and reports.
- Ability to utilize standard equipment and software, including Smart Finance and Microsoft Excel.

Education and Experience

Associate's Degree with coursework in public finance or accounting or related field of study preferred. Moderate experience in finance, accounting, or related field, or equivalent combination of education and experience.

Special Requirements

- Smart Finance training upon hire.
- Infinite Campus training upon hire.