Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Purchasing Agent/Accounts Payable Supervisor**

Qualifications:

Education: Bachelor's degree in Business Education, Administration, or related field

Training/Experience Required: 3-5 years' purchasing and procurement, preferably in an educational environment. Minimum of 2 years' experience supervising staff.

Special Skills, Knowledge, Abilities:
Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive instructions, and respond to inquiries. Includes filling out forms. Knowledge of grammatical structure, vocabulary for preparing correspondence from rough draft or proofing of completed material. Communicates in clear, grammatically correct English. In addition, must use creativity; makes public speeches or presentations, or provides complex letters or reports. Knowledge of state purchasing laws and regulations.

Data Recording/Record Keeping: Performs data recording/record keeping operations, determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computations requiring a knowledge of addition, subtraction, multiplication, and division using whole numbers, fractions, decimals, and/or percentages.

Reading and Interpreting: Reads and interprets complex written or printed materials such as ordinances, resolutions, policies and procedures, complex diagrams, plans, contracts, and regulations.

Job Goal (Purpose of Position): Performs supervisory/administrative level duties under the supervision of CFO/Executive Director of Financial Services to plan, coordinate, and supervise the purchasing and procurement operation of the District to improve the productivity of all employees; to promote the overall efficiency of the school system; and maximize the educational opportunities and benefits available to each child. An incumbent in this position will utilize discretion, ingenuity, and independent judgment due to the complexity of the job. Since there may be several ways to solve a problem, an incumbent is free to choose the solution.

Contact with Others: An incumbent in this position has regular contact with persons outside the district, which requires tact and diplomacy, independent judgment, and problem-solving skills; making formal presentations; interpreting policies and procedures based on experience.

Performance Expectations:
The incumbent/employee will need to:
(A) Be customer-focused to resolve problems effectively.
(B) Manage human resources and diversity while promoting: productivity and efficiency; health and safety; employee training and development, empowerment, and appraisal; constructive corrective counseling and discipline; resolution of complaints or grievances.
(C) Manage resources with fiscal responsibility while maintaining proper accountability of records.
(D) Manage information and communications with staff and public effectively.
(E) Conduct short and long-range planning to set and/or attain district goals and objectives.
(F) Demonstrate leadership by being a good role model to reinforce productive and customer-focused behavior; use creativity, innovation, and initiative to identify solutions to problems.
(G) Be a team player with co-workers, subordinates, other managers, and community leaders to accomplish district objectives or goals.
(H) Contribute to the quality of district programs, including extracurricular programs; be involved in personal growth and development.

Essential Job Functions (Performance Responsibilities):
1. Initiates contact with vendors relative to supply and equipment availability, invoices, purchase orders, and contracts.

2. Obtains and studies comparative prices and quotations.

3. Purchases by competitive bidding, informal quotations, and negotiation, items of supply and equipment necessary for the operation of the school district, in accordance with board policies and state purchasing laws.

4. Studies price trends and market conditions and keeps informed of sources of supply and new product developments.

5. Investigates quantity and quality of commodities purchased.

6. Prepares all bidding documents, including notice to bidders, instruction to bidders, specifications, and form of proposal.

7. Monitors all purchase requisitions to determine the correctness of information, price extensions, and coding information.

8. Develops and maintains appropriate records, such as vendors' register and bidders' list.

9. Assumes responsibility for correspondence relating to school district purchasing activities.

10. Prepares for the CFO/Executive Director of Financial Services periodic reports relating to the purchasing function. Must be able to present materials when requested.

11. Fulfills other responsibilities as assigned by the CFO/Executive Director of Financial Services.

12. Establishes procedure for and assists in encumbering all accounts payable.

13. Supervises the compilation or assists in compiling and typing reports such as monthly, quarterly, and annual reports related to accounts payable.

14. Assists with the preparation of certain budgetary items.

15. Supervises preparation of change orders for data processing to keep budget information up-to-date.

16. Prepares accounting of expenditures for Board approval.

17. Maintains a complete and systematic set of records of all financial transactions of the district.

18. Maintains knowledge of and follows district policy regarding accounts payable, purchase orders/requisitions, OCAS, and other budgetary requirements.

19. Oversees information input into OCAS concerning accounts payable and corrects/trains financial secretaries or others using the system that need technical assistance. Works with the Secretary to the Business Manager on any updates/training concerning the OCAS manual and system.

20. Assists in other office duties as assigned by the Business Manager/CFO/ Executive Director of Finance.

Supervision Exercised: An incumbent supervises a small staff of employees. Has responsibility to recommend hiring/firing; develop training, and evaluate employees.

Reports To: CFO/Executive Director of Financial Services

Physical/Mental Requirements and Working Conditions:
Other than those requirements listed above, the employee must have the ability to communicate in person, on the phone, and before audiences.

Terms of Employment: 250 days

Salary: To be established by the Board

Evaluation: Performance of this job will be evaluated in accordance with the provisions of Board policy

Approved 03/08/1993
Revised 08/07/1995
Revised 12/08/2014
Revised 06/08/2015
Revised 07/13/2015
Revised 09/09/2019