

Job Title: Purchasing Agent, Bookkeeper and Board of Education Clerk

Qualifications:

1. High school diploma or equivalent; other formal education desirable or at least 5 years experience in bookkeeping position.
2. Evidence of high degree of skill in typing and other secretarial skills.
3. Evidence of high degree of skill in bookkeeping procedures.
4. Ability to operate typical office equipment and machines.
5. Such alternatives to the above qualifications that the Board may find appropriate and acceptable.

Reports to: Business and Financial Affairs Coordinator

Performance Responsibilities:

1. Prepare bid invitations and specifications.
2. Prepare bid tabulations when requested.
3. Determine if bids meet specifications.
4. Prepare purchase orders for bid items.
5. Maintain bid files.
6. Supervise preparation and payment of purchase orders.
7. Process accounts payable for Fee money, Special Library allocation, and Kindergarten allocation.
8. Prepare checks for all accounts payable.
9. Maintain files and records as determined by Examiners of Public Accounts and the State Department of Education.
10. Process, compute, reconcile, and prepare payroll for all employees of the system.
11. Prepare and file all federal and state reports of wages.
12. Compose and/or type correspondence, forms, memoranda, etc.
13. Attend Board of Education meetings, compile and type minutes.

Purchasing Agent, Bookkeeper and Bd of Ed Clerk (cont'd)

14. Be regular and punctual in attendance.
15. Maintain confidentiality of any school system related information.
16. Maintain proper and professional relationship with other employees.
17. Perform duties in a manner that promotes good public relations.
18. Be familiar with and follow Board of Education policies.
19. Perform other reasonable office related duties as needed.

Terms of Employment: Twelve months a year; salary to be determined by correct salary schedule.

Adopted: September 21, 1993