

Job Title: CLERK, PURCHASING
Reports to: Director of Purchasing
Dept. /School: Central Administration
Wage/Hour Status: Non-Exempt
Date: April 18, 2016

Primary Purpose

Responsible for assisting in acquiring materials and documents to fulfill requests for purchases, including preparing purchase orders and handling inquiries about orders, and maintain familiarity with Board policy, consistent with status and standards of regulatory agencies, and administrative regulations and procedures.

QUALIFICATIONS

Education/Certification

One year of College, 6-8 hours of Accounting or Finance preferred.

Special Knowledge/Skills

Knowledge of TEA Financial Accountability System Account Codes.

Advanced skills in computer operations, and Microsoft Office Suites, primarily in developing spreadsheets.

Proficient file maintenance skills.

Above average skills working with numbers in an accurate and rapid manner.

Demonstrate good communication skills (writing, spelling, listening, and speaking).

Demonstrate good organizational skills.

Able to perform work as a member of a team.

Able to organize, prioritize and perform tasks with limited supervision.

Able to follow through to completion all assigned tasks.

Experience

Two years' experience in accounting/budgeting at clerical level or equivalent experience.

MAJOR RESPONSIBILITIES AND DUTIES

Purchasing

1. Assist the Director of Purchasing in processing and submitting all purchase orders and paper work required for InterLocals, i.e., BuyBoard, TIPS, CPA Accounting of Texas, DIR, TXMAS, TCPN, U.S. Communities, etc.; utilizing the web to verify receipt of and corrections made by the InterLocals and/or the SFDRICISD; and maintaining documents on file.
2. Assist the Director of Purchasing initiating contact with vendors to check on supply and equipment availability, invoices, purchase orders, and obtaining comparative prices and quotations.
3. Review purchase requisitions/orders for completeness, accuracy, and conformance with procedures and regulations. Utilize Batch POs and Reversals report to accurately mail out and disburse all purchase orders. Recognize deficiencies in source documents and return them to originator for correction.
4. Assists the Director of Purchasing in obtaining the Sole Source Affidavits with applicable information; maintain files and a current alpha listing.
5. Maintain files for the HB 914, Conflict of Interest Questionnaires obtained from each vendor and prepares an alpha listing.
6. Responsible for the completion of Merchandise Return Forms, i.e., obtaining necessary information from ordering entity and vendor, etc.

7. Maintains and keeps on file all district contracts and agreements provided to the Purchasing Department; all originals provided to Chief Financial Officer.
8. Assist the Director of Purchasing in obtaining and reviewing certificates of insurance and other documents from each company actively participating in contracted services on SFDRICISD properties, i.e., Certificates of Liability Insurance and Worker's Compensation Insurance, etc.
9. Provide training to meet the needs of personnel within the district on purchasing and warehouse procedures and problem solving upon request pertaining to the web access on the finance software system.
10. Apprise Director of Purchasing of budget standing in regards to departmental accounts. Help with correspondence, forms and reports using personal computer or typewriter when requested by the Director of Purchasing. Oversee the maintenance of equipment and supply inventory within department.
11. Keep informed of and comply with district, State and Federal purchasing policies and regulations through on-going training, i.e., staff development training and/or assigned seminars.

Other

12. Practice professional office etiquette, work in a cooperative spirit to serve the best interests of the district and to be courteous to students, staff, and the public.
13. Maintain confidentiality of information.
14. Compile, maintain, and file all physical and computerized reports, records, and other documents.
15. Perform all other task and duties as assigned.

EQUIPMENT USED

Personal computer, typewriter, printer, fax machine, copier, and calculator.

WORKING CONDITIONS

Mental Demands/ Physical Demands/Environmental Factors

Maintain emotional control under stress.
Occasional prolonged and irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____