

OROVILLE UNION HIGH SCHOOL DISTRICT

Job Description

JOB TITLE: ACCOUNTS PAYABLE / PURCHASING TECHNICIAN

SALARY LEVEL:	Confidential Unit Range/Factor .815	DIVISION:	Confidential
DEPARTMENT:	Business Services	LOCATION:	District Office
REPORTS TO	Assistant Superintendent (CBO)		
APPROVED BY:	Board of Trustees	DATE:	November 6, 2002

BASIC FUNCTION: Under the direction of the Assistant Superintendent (CBO), performs District-wide accounts payable and purchasing functions assuring processing of purchases and vendor payments are in accordance with District, County and State policies and practices.

REPRESENTATIVE DUTIES:

- Determine eligibility and assure accuracy of account classification for payment of all invoices by vendor and charging proper budgets for District expense items; keypunch warrants through Butte County Superintendent of Schools on-line computer system; process warrants for mailing and maintain accounts payable files.
- Use fund coding for all invoices and materials due for payment and/or journal entries; maintain accuracy of encumbrance listing.
- Assist Assistant Superintendent (CBO) in contacting vendors, issuing of purchase orders and maintaining purchase order list; code purchase orders for payment.
- Receive and process incoming financial documents; perform financial reconciling and posting; maintain records for assigned accounts.
- Oversee and participate in processing a variety of purchasing documents; examine and check requisitions; monitor departmental accounts to assure adequate funds for purchases.
- Answer phones; provide information and assistance to vendors' and bidders' representatives, District personnel and visitors.
- Maintain and assist in the preparation of a variety of records and reports regarding consumer usage tax, commercial reports, journal entries, financial data input, commercial warrants and other related matters.
- Submit reports and payments to Board of Equalization for out-of-state sales tax due.
- Verify accuracy of information reported on Form 1099 to the state (monthly) and federal government (yearly).
- Prepare and type correspondence to vendors; maintain telephone contact with vendors, District employees, auditors and other personnel.

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REPRESENTATIVE DUTIES: (continued)

- Operate a variety of office equipment including a calculator, computer terminal, typewriter, fax machine, copier, telephone, and printer.
- Assist in processing contracts, leases, utilities, insurance, benefits and service agreements and other invoices; match invoices to packing slips, process and input invoices into computer for audit and payment; compute discounts, mail warrants to vendors.
- Prepare documents for computer input; operate a computer terminal to input and receive information as assigned.
- Receive incoming freight deliveries, inventory contents, and route to school sites; contact vendors to get credit/refund/replacement for merchandise returned/defective/lost/shorted in shipment.
- Send out fixed asset inventory sheets to staff and provide invoice copies to the Receptionist/CBO Secretary for input into the fixed asset system.
- Complete and submit various reports as required for the Board packet for Governing Board meetings
- Maintain balance in postage account and refill postage meter in the District Office.
- Order/pick up supplies and troubleshoot/arrange for repairs of photocopy machines, printers and fax machines for District Office.
- Research and provide documentation to school sites to meet grant requirements.
- Provide financial records to district and county auditors.
- Work directly with Superintendent, Assistant Superintendent (CBO) and Board of Trustees on confidential personnel, payroll, negotiations, and employee contract matters.
- Perform general accounting clerical functions in related areas as assigned.
- Perform related work as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Accounts payable terminology, policies and practices.
- Applicable sections of State Education Code and other applicable laws.
- Interpersonal skills using tact, patience and courtesy.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Modern office practices, procedures and equipment.
- Telephone techniques and etiquette.
- Operation of computer terminal and district software.
- Equipment and supplies used in a school district. Financial/accounting typing and record-keeping.

ABILITY TO:

- Oversee and participate in processing a variety of accounts payable documents.
- Communicate with vendors and District personnel to exchange information, resolve discrepancies, correct errors and expedite the purchase of supplies, materials, and equipment.

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KNOWLEDGE AND ABILITIES (continued)

ABILITY TO (continued)

- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Maintain records and prepare reports.
- Understand and follow oral and written directions.
- Meet schedules and time lines.
- Perform a variety of clerical support duties such as financial/accounting typing and filing.
- Utilize a computer for a wide variety of applications.
- Add, subtract, multiply and divide quickly and accurately.
- Operate a computer, typewriter, fax machine, calculator, ten-key adding machine, and copier.
- Work on a variety of tasks simultaneously with frequent interruption.
- Maintain the highest degree of confidentiality regarding sensitive information.

EDUCATION AND EXPERIENCE

High school diploma; supplemental course work in financial record keeping; five (5) years related experience and/or training; or equivalent combination of education and experience. Experience in an administrative office or school setting is highly desirable.

LICENSES:

Valid California driver's license.
10 Key Certificate
Typing Certificate: 45 WPM Net
Computer skills in Word and Excel

PHYSICAL DEMANDS:

The physical demands described 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.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

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WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters while performing 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 occasionally works near moving mechanical parts.

The noise level in the work environment is usually moderate.