

**Accounts Payable and Purchasing Coordinator**

**Primary Function**

To manage the accounts payable and purchasing for the Department of Finance and Operations.

**Organizational Relationships**

Reports to the Business Manager and receives direction from the Controller.

**Qualifications**

- Graduation from high school.
- Proficient skill in English composition, grammar and spelling.
- Demonstrated skill in working with the public.
- Working knowledge of office technologies including phone, fax, scanning, database, word processing, and spreadsheets.
- Ability to perform assigned duties and tasks with a minimum of direction.
- Ability to maintain effective public and co-worker relationships.
- Ability to physically move about the building.
- Ability to understand and carry out oral and written directions.
- Ability to, on occasion, physically lift and move packages, boxes, and other materials weighing up to 25 pounds.
- Ability to physically type, manipulate a mouse, and operate a computer.
- Ability to handle student and staff information with confidentiality.
- The ability to make computations with speed and accuracy.

**Performance Responsibilities**

1. Maintain contact with vendors relative to supply and equipment availability, invoices, purchase orders and contracts.
2. Purchase by competitive bidding, quotations and negotiation.
3. Obtain and study comparative prices, quotations and market trends.
4. Keep informed on sources of supply and new product development.
5. Process purchase orders and maintain correspondence relating to purchasing activities.
6. Process repair requests on postage machine and Business Office copier.
7. Coding accounts payable transactions.
8. Assist in payroll processing twice/month by printing liability checks.
9. Supervise supply management in Business Office.
10. Prepare check registers for the Board of Education packets.
11. Maintain inventory log for custodian uniforms.
12. Submit invoices to PTA/PTO and other organizations for supplies and equipment purchased through the District.
13. Maintain postage log.
14. Perform other related duties as assigned by the Business Manager.

**Terms of Employment**

260 work days. Salary and work year established by the Board of Education and Support Staff Agreement.

**Evaluation**

Performance will be evaluated in accordance with the provisions of the Board's policy on evaluation of support service personnel and the Support Staff Agreement.