

Union Public Schools Job Description

Position Title: Financial Accounting Clerk- Purchasing
Department: Finance - Purchasing and Supply
Reports To: Director of Purchasing and Supply

FLSA Designation: Non-exempt

SUMMARY: Assists the Director of Treasury in a variety of tasks to enhance the smooth and efficient operation of the Purchasing & Treasury Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Performs secretarial functions for the Directors of Purchasing and Treasury.
- Assists the Director of Purchasing in the total bid process.
- Collects, inputs and maintains vendor registration information.
- Types, prepares, maintains, files and distributes records and reports.
- Makes and receives telephone calls, take messages, route calls.
- Works effectively with District personnel and vendors.
- Records, types and distributes meeting minutes for the directors.
- Distributes mail to the directors.
- Maintains confidentiality in dealing with District information.
- Works well with supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, physical stamina, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: High school diploma or general educational degree (GED), with one (1) to three (3) years of previous secretarial, office or accounting experience.

CERTIFICATES, LICENSES, REGISTRATIONS: None.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers of an organization.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Must have strong communication, interpersonal, organizational and computer skills. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here 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.*

While performing the duties of this job, the employee is almost continuously required to sit, and talk or hear. The employee is occasionally required to walk and stand. The employee is occasionally required to reach with hands and continuously repeat the same hand, arm or finger motion many times as in typing. Specific vision abilities required in this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here 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.*

The noise level in the work environment is usually quiet.