

La Porte Community Schools

JOB TITLE: **Purchasing Clerk/Accounts Payable** **Educational Services Center**

Direct Supervisor: Director of Business Operations

SUMMARY: Process and document corporation accounts payable process and complete appropriate state and local reports as necessary. Supervise maintenance of office equipment related to postage and copying. Monitor and maintain inventory of central office supplies.

ESSENTIAL FUNCTIONS include the following. Other duties may be assigned.

1. Care for all incoming and outgoing mail of the Educational Services Center via parcel post and the school corp. tub mail on a daily basis.
2. Type purchase orders and claims as necessary when not completed by departments or when needed by business office and as requested by supervisors.
3. Process all purchase orders and claims from the entire school corp.:
 - A. purchase orders: Date, assign number and vendor number and then record each purchase order issued in the computer system. Then send out, distribute, and file the purchase order pages.
 - B. claims: Date and assign vendor numbers to all school corp. claims sent to office. Audit and prepare for payment at board meetings.
4. Invoices received via parcel post must be matched to the purchase orders and claims or sent to the proper dept. head or school.
5. When the purchase order is complete and the claim is received back from the originator, the purchase order is audited with the invoice and processed for payment at the board meeting.
6. Contact departments and schools, etc. within the Corp. to correct and solve any problems with the invoices and claims, to check about shipments, quantities, number of deliveries, duplicate orders, etc.
7. Confirm information about invoices and claims with the vendors as they or I request.
8. Make any necessary changes, corrections, cancellations, etc. before the month's end accounting is complete.
9. Keep records about the lease and payments for the Supt.'s car, the copy machines at the Administration office, the 2 middle schools, high school library, the postage machine at the Administration office, etc.

10. Yearly compile information about teacher class plan book orders for the entire corp. and order and charge to the proper accounts.
11. Yearly compile info from paper requisition order forms and order and charge to proper accounts for corp. wide paper order.
12. Every 6 months gather info required for the completion of Form 9.
13. Be responsible for petty cash purchases and claims and to maintain a designated balance.
14. Maintain paper supply for the Administration office.
15. Maintain supplies for the Administration office.
16. Responsible for the copy machine—clear any problems, order supplies, call for service when needed.
17. Responsible for postage machine—clear any problems, order supplies, call for service when needed
18. Responsible for maintaining the petty cash box for the business office.
19. Maintain a book listing for all the board approved travel requests. Anything not approved I must hold the purchase order or claims until such approval is done. This also involves tracking down proper paperwork.
20. Fill in for the receptionist when necessary.
21. Responsible to maintain a soft drink inventory for the vending machine at the Administration office and to fill the machine and pay the driver with cash and to keep the books for this as well.
22. Perform any other assigned duties

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, 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 graduate with abilities in typing, adding machine and copy machine; previous general office experience desirable.

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 school employees.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

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 several concrete variables in standardized situations.

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 regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral 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 moderate.

TERMS OF EMPLOYMENT: Twelve-month year. Salary to be determined by the Board.