



ACCOUNTNG CLERK II – PURCHASING ASSISTANT

Purpose Statement

The job of the Accounting Clerk II – Purchasing Assistant is to routinely provides support to department activities with specific responsibility for processing, recording, updating and reconciling fiscal information. The main focus of this job is to provide accounting clerical support to the purchasing and accounts payable processes.

This job reports to the Purchasing Manager.

Essential Functions

- Daily processing requisitions, purchase orders, and assisting others in ordering, updating and distributing information and/or acquiring resources in compliance with established guidelines (specifically middle schools, high schools, secondary department and various central office/operations departments).
- Reviews and authorizes purchase orders within assigned limits for the purpose of facilitating schools and departments in acquiring required supplies and/or equipment. Assist and support Purchasing Manager with procurement for new school startups.
- Reviews documents and data (e.g. incoming requisitions, past purchases, reconciliations, inventories, etc.) for the purpose of ensuring completeness and accuracy of purchasing process.
- Maintains a wide variety of financial and purchasing information, files and records and assisting with public records requests for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Processes a wide variety of financial information for the purpose of updating and distributing information and/or complying with established accounting practices.
- Performs general and program specific clerical functions (e.g. answering telephones, purchasing transactions, copying, faxing, etc.) for the purpose of supporting departmental activities.
- Researches discrepancies of financial and purchasing information and/or documentation for the purpose of ensuring the accuracy and adhering to established procedures prior to processing.
- Departmental contact for Budget, Finance and Purchasing.
- Responds to inquiries from a wide variety of sources (e.g. district employees, vendors, auditors, etc.) for the purpose of facilitating communication and/or providing guidance among several parties; and providing information and/or referral for addressing inquiry. Provides training on the financial system for updates and changes to software system.
- Compiles a wide variety of financial and purchasing information related to work assignments for the purpose of providing required documentation and/or resolving discrepancies and processing information.
- Provides support to other departmental personnel regarding procedures and program requirements.
- Participates in meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Reconciling and managing the monthly district copier statement/invoices. Collect meter reading data throughout the district to prepare consolidated usage report for invoice authorization.
- Maintain WCS district fleet vehicle inventory historical cost information, registration, titles, tags, emission testing, and coordinating certain service appointments for approximately 10-15 central office vehicles.



Williamson County Schools

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- Ordering office, stationery and kitchen supplies for central office and maintain inventory. Function as Office Depot supervisor.
- Manage postage machine in central office, coordinate service and order additional postage when necessary.
- Manage purchase orders for repair requisitions for music and science equipment throughout the school district.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying district, state and federal policies and regulations; operating standard office equipment including pertinent software applications; performing accounting and purchasing procedures; preparing and maintaining accurate records; and ability to communicate in a positive and effective manner with the public and other departments on various issues.

KNOWLEDGE is required to perform intermediate math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles and budget processing; concepts of grammar and punctuation; and purchasing procedures, practices, methods and terminology.

ABILITY is required to schedule activities and/or meetings; gather collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups and work with a variety of data. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; maintaining confidentiality; setting priorities; meeting deadlines and schedules; working with detailed information; and adapting to changing priorities.

Responsibility

Responsibilities include: Working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and monitoring budget expenditures.

Working Environment

The usual and customary methods of performing the job's functions required the following physical demands: some lifting, carrying, pushing, and/or pulling; and some fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing.

EXPERIENCE: Job related experience with increasing level of responsibility is desired.

EDUCATION: Minimum of Associate's degree and/or vocational school certificate with study in job related area preferred.

EQUIVALENCY: None



REQUIRED TESTING:
Pre-employment Proficiency Test

CERTIFICATES & LICENSES:

FLSA STATUS:
Non-Exempt

CONTINUING EDUCATION / TRAINING:

CLEARANCES:
Criminal Justice Fingerprint/Background Clearance

SALARY GRADE:
Classified