

**Greenwood School District 50
Position Description**

POSITION TITLE: Purchasing/Payroll Clerk

Department: Business Office
Reports To: Director of Finance
Date: 02/06/2012

SUMMARY: Performs all clerical and data processing duties related to the purchasing function, Medicaid billing, and assists with payroll functions.

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

- ⇒ Performs all functions related to data processing of district purchase orders. These functions include data entry, encumbrance accounting activities, verification of available funds, and communicating with the schools and departments when sufficient funds are not available.
- ⇒ Types all correspondence related to purchasing activities including invitations for bids, proposals, notifications and memoranda.
- ⇒ Maintains district fixed assets inventory.
- ⇒ Maintains bidder lists and all purchasing files including bids, vendor, and contract files.
- ⇒ Performs all data entry functions related to fixed assets, and assists in tagging and checking equipment inventories in the schools.
- ⇒ Assists in bookkeeping activities for District Wholesale purchases/distribution and equipment purchases including price lists, price extensions on supply requisitions, maintaining files on all requisitions, maintaining priority lists on purchases of equipment by each school and department, and maintaining records of all repairs of equipment including AV equipment.
- ⇒ Assists in miscellaneous purchasing activities including bid opening, tabulations of bids, and expediting of orders.
- ⇒ Manages Medicaid billing for Special Services and Nurses.
- ⇒ Assists payroll specialists in editing temporary pay requests.
- ⇒ Assists Payroll Supervisor in various functions required for timely processing of payroll.
- ⇒ Assists Payroll Supervisor in preparing employee salary cards for all employees annually.
- ⇒ Maintains payroll filing system.
- ⇒ Processes employment verification of employment requests.
- ⇒ Assists with payroll PCS audit three times per year.
- ⇒ Keys manual leave as needed.
- ⇒ Checks off AESOP absences as needed.
- ⇒ Manages district purchase card.
- ⇒ Assists business office when needed.

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, 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 GED. Inventory control and personal computer knowledge. Must be able to effectively deal with the public and staff both in person and on the phone.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write reports, business correspondence and procedure manuals. Ability to present information in one-on-one and small group situations to customers, clients, other employees and/or students. Ability to respond to inquiries or complaints from customers, regulatory agencies or members of the business community.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, and percentages. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

REASONING ABILITY:

Ability to deal with problems involving a variety of concrete variables in standardized situations. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES:

Ability to develop effective working relationships with staff and the school community. Ability to communicate clearly and concisely. Ability to perform duties with awareness of all district requirements and the 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 regularly required to sit and talk or hear. The employee is occasionally required to walk and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and depth perception. Employee must be able to distinguish the difference between bells, buzzers, beeps, etc. The employee is continuously communicating through speech.

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, but the employee may be exposed to loud noises in warehouse. The employee is continuously interacting with the public and staff.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.