

PURCHASING/BUDGET CLERKDEFINITION

Under general supervision of the Budget Manager and Purchasing Supervisor performs a variety of responsible clerical, fiscal and technical tasks in the budget and purchasing departments.

DISTINGUISHING CHARACTERISTICS

This is a dual position shared by the purchasing and budget departments. Incumbents are expected to solve routine or repetitive problems without assistance, but unusual or unique problems are referred to a supervisor. A variety of clerical and accounting duties may be assigned which require the exercise of initiative and general understanding of the rules, policies, and procedures of the purchasing and budget departments.

ESSENTIAL FUNCTIONS

Gathers, computes, checks and verifies information and signatures needed to complete purchase orders, bid specifications and a variety of reports.

Prepares and maintains accurate and complete records and reports.

Orders and distributes various reports to site and program managers.

Data entry work involving vendor numbers, records, and budget revisions.

Verifies budget and accounting codes for purchase orders and budget revisions.

Communicates with vendors to resolve discrepancies in shipment, receiving and billing; communicates with sites/departments regarding equipment ordered, deliveries, sources of supply and warehouse inventory.

Enters bid list catalog requests from schools and departments into a data terminal; data entry for budget revisions and budget development and average daily attendance reports.

Collect monthly average daily attendance information and reviews student body books for purposes of preparing for auditor.

Maintains files of existing and potential vendors and budget files.

Types routine documents such as reports, correspondence, and forms from rough draft or verbal instruction.

Special projects as needed.

QUALIFICATIONSKnowledge of:

Methods and practices of budget and financial record keeping; general accounting principles and procedures; correct English usage in punctuation, grammar, spelling; modern office methods and procedures.

Ability to:

Perform responsible clerical work and make arithmetical calculations with speed and accuracy; operate a variety of modern office equipment and software; learn and apply the principles, procedures and terminology of the purchasing and budget departments; understand and carry out oral and written instructions; work cooperatively with those contacted in the course of work; type at a speed of 45 words a minute and perform data entry from clear copy containing a large percentage of numerical or tabular data; operates various office machines, including the typewriter, calculator, data terminals and associated software systems, such as word processing, data bases and spread sheets.

Experience:

One year of general office and fiscal experience in the preparation and maintenance of financial records; experience in accounting or budget desirable.

Education:

Equivalent to completion of the twelfth grade.