

MOTHER LODE UNION SCHOOL DISTRICT
Position Description

TITLE:	Acct. Tech/Secretary	REPORTS TO:	CFO
DEPARTMENT:	Business	CLASSIFICATION:	Confidential
FLSA:	Exempt	WORK YEAR:	12 months
BOARD APPROVAL:	March 14, 2007	SALARY:	Conf/Supervisory

BASIC FUNCTION:

Process and expedite purchase orders and requisitions and perform other duties in support of an assigned part of the purchasing function.

DISTINGUISHING CHARACTERISTICS:

Provides the Chief Financial Officer with information related to all aspects of purchasing and attendance.

REPRESENTATIVE DUTIES:

Prepare and check accuracy of requisitions, reports, vouchers, invoices and purchase orders; compute extensions, discounts and taxes. *E*

Record receipt of requisitions; inspect for accuracy, completeness and proper authorization; enter requisition data into computer; distribute to appropriate personnel. *E*

Issue purchase orders involved in the acquisition of materials and services including supplies, textbooks, equipment and other items. *E*

Answer telephones and provide assistance and information regarding the status of purchase orders and related purchasing activities; communicate with vendors, salespeople and others to research and exchange information or explain District procedures and policies. *E*

Resolve discrepancies with accounting and warehouse personnel on receiving reports and payments. *E*

Provide clerical support and assistance to staff as needed; obtain quotations and follow-up information. *E*

Type a variety of materials such as purchase orders, reports, correspondence, quotations and other purchasing forms and materials. *E*

Maintain a variety of records, files and catalogs related to the District purchasing function. *E*

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REPRESENTATIVE DUTIES: (continued)

Record and maintain monthly student attendance and prepare state reports. *E*

Prepare Purchase orders and payment for cafeteria. *E*

Operate a variety of standard office equipment. *E*

Perform a variety of clerical duties in support of the district office functions such as typing, duplicating, filing and answering phones; order and stock office supplies. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in purchasing, business administration or related field and three years of responsible clerical experience including one year in a purchasing office.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic purchasing policies, practices and terminology.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Telephone techniques and etiquette.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Operation of a computer terminal and other office equipment.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Statistical typing and record-keeping.

ABILITY TO:

Learn and apply policies, practices and terminology used in purchasing supplies and materials for a school district.

Operate a variety of office equipment.

Perform a variety of clerical support duties such as statistical typing, duplications, and filing.

Financial and statistical record-keeping techniques.

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KNOWLEDGE AND ABILITIES:

ABILITY TO: (continued)

Add, subtract, multiply and divide quickly and accurately.

Understand and follow oral and written directions.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Maintain records and prepare reports.

Communicate effectively both orally and in writing.

Type at 40 words net per minute from clear copy.

Perform complex assignments independently.

Perform a variety of specialized and technical duties and provide technical information and assistance to others.

Plan and organize work.

Demonstrate proficiency in the use of microcomputers including electronic spreadsheet and data base utilization.

Meet District standards of professional attitude and effective leadership.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard and office equipment; hearing and speaking to exchange information in person or on the telephone; seeing to inspect documents for accuracy; sitting for extended periods of time; reaching to retrieve and maintain files.