

Secretary, Business Office Purchasing, S4/12

JOB DESCRIPTION

POSITION TITLE MINIMUM

Purchasing Secretary
Accounting and business office training/experience preferred.

QUALIFICATIONS

Computer literate, System 3000 experience a plus. Proficient in PC operations (Word, Excel, etc.).

Working knowledge of financial reporting and public (fund) accounting and N.J. purchasing laws.

Organized, detail oriented and possess analytical skills.

Ability to work as a team member as well as independently.

Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO JOB GOAL(S)

Business Administrator via Assistant Business Administrator
Facilitate the purchase and payment for goods and services used by the district utilizing the purchase order system in a timely and efficient manner.

Assist Payroll Supervisor

PRIMARY RESPONSIBILITIES

1. Review purchase orders for appropriate quotes, approvals and coding.
2. Confirm that sufficient funds are available and that vendor limits are not exceeded.
3. Ensure that all purchase orders are correct before they are processed. Provide assistance and training to district staff to ensure compliance with N.J. purchasing laws.
4. Receive, assemble and review invoices and vouchers for processing payments to ensure that payments are accurate, comply with N.J. purchasing laws and are timely.

5. Establish and maintain vendor relationships. Maintain accurate and current vendor information files, commitments and payments. Manage on-line ordering systems.
6. Maintain accurate files and records to comply with audit requirements.
7. Process orders for general supplies, printed forms, business operations and other departments upon request.
8. Monitor and update state contracts to ensure that the contracts are active and have the most current information. Maintain a catalog library and assist all departments in researching the best prices for goods and services.
10. Verify and research purchase orders as required to ensure that the district has obtained the best price for the merchandise.
11. Assist in disbursement of the monthly payroll to employees (amount and schedule according to Board Action).
12. Assist in organization of payroll data, coordination of activities and production of timely and accurate management reports including State and Federal reports and those necessary to maintain up-to-date employee history data files including salary, stipends, longevity, etc.
13. Assist in assembling and calculating the amount owed by the district for substitute pay.
14. Provide backup support to other Business Office personnel.
15. Perform other secretarial duties as assigned.

TERMS OF EMPLOYMENT 12 Months, 1.0 FTE, Full Benefits

As per SOMEA Agreement