

# Wachusett Regional School District

## CLERICAL STAFF

### JOB DESCRIPTION

#### **TITLE:**

Purchasing Clerk

#### **QUALIFICATIONS:**

The Purchasing Clerk shall be a high school graduate, having a basic understanding of double-entry accrual accounting techniques and procedures. The Purchasing Clerk shall have a minimum of two years of related experience in general accounting systems and/or purchasing programs. The Purchasing Clerk shall be computer literate and able to quickly grasp the particular software used in the district's accounting and/or purchasing system. Experience with the district's software package is preferred.

#### **REPORTS TO:**

Comptroller

#### **PERFORMANCE EVALUATION:**

The Purchasing Clerk shall be evaluated annually using the Wachusett Regional School District Annual Support Staff Review Form, Form #: 001-eval.

#### **REPRESENTATION STATUS:**

AFSCME, Council 93

#### **JOB RESPONSIBILITIES:**

The Purchasing Clerk is a member of the clerical staff and as such is responsible to provide clerical support of ordinary difficulty and responsibility in relation to purchasing work. The Purchasing Clerk applies basic accounting principles in maintaining purchasing accounts and records.

In carrying out these responsibilities, the Purchasing Clerk shall:

1. Prepare and maintain purchase orders and requisitions both in computerized and hard copy format, assisting with the preparation of related reports;

2. Utilize central and personal computers in the record keeping and resolution of accounts and purchasing records;
3. Process invoice for payment, when required;
4. Enters purchase orders into data base and makes adjusting entries to POs, while maintaining files and records payments;
5. Communicate with vendors to resolve billing and account questions;
6. Identify capital purchases and maintain the District's inventory control procedure;
7. Assist with the preparation of various monthly and annual reports and special periodic reports for budget managers and administrators, grant reporting, account resolution, W-2s and others;
8. Assist audit processes and reports for state, federal, and other funding agencies;
9. Assist with entering payroll records, including overtime, withholding, deductions, retirement, insurance, as well as the distribution of checks, vouchers, or cash to employees;
10. Assist in enrolling employees in benefit and retirement programs and assist in the invoicing and accounts receivable function of processing retiree health benefits and COBRA benefits for terminated employees;
11. Prepare deposits and prepare weekly revenue transmission reports; and.
12. Perform other related tasks as assigned by his/her supervisor.

9/9/98

Approved by:

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Alfred D. Tutela, Superintendent of Schools

Date: 09/09/98