

TITLE: Purchasing Manager

QUALIFICATIONS:

1. Bachelor's from accredited college or university with major coursework in accounting, finance or business related field required
2. Minimum 5 years work experience in accounting or finance, preferable in governmental environment
3. Working knowledge of general office computer software including Microsoft Office
4. Demonstrate knowledge and abilities of general office procedures related to organization, filing, preparation of documents, etc.
5. Ability to work in a team environment.
6. Ability to work independently with a high degree of accuracy and organization.

REPORTS TO: Chief Financial Officer and Accounting Supervisor

JOB GOAL: Assists in the administration of the system's business affairs

JOB DUTIES:

1. Responsible for processing purchase orders in Doc e Fil and accounting software for all funding sources.
2. Responsible for and assists with year-end close procedures for inventory control including annual physical inventories of fixed assets.
3. Responsible for barcoding, processing and maintaining fixed assets for district.
4. Reconcile capital outlay expenditures to general ledger inventory control accounts.
5. Responsible for the supervision of school and district level inventory designees.
6. Responsible for reconciling capital outlay expenditures to general ledger.
7. Obtains, studies and compares price quotations for goods and services; maintains price trends relative to market conditions.
8. Responsible for purchases by competitive bidding, informal quotations and negotiations in accordance with the board's purchasing and contract policies.
9. Responsible for conducting pre-bid conferences, creating bid documents and maintains bid files.
10. Prepares letters, emails and other correspondences related to school systems purchasing activities.
11. Assist Accounting Supervisor with monitoring all local school accounting procedures, policies and procedures including parent organizations and booster clubs.
12. Responsible for maintaining the District online document system (SoftDocs).
13. Maintain professional growth and competence through professional development **as per Board Policy 5.5 Personnel- Professional Development.**
14. Work closely with the Accounting Supervisor and the Chief Financial Officer to coordinate the functions of the Finance Department.

