

PURCHASING CLERK II

DEFINITION

Under general supervision, perform difficult and responsible accounting and fiscal record management functions in the Purchasing Department, which may involve manual, machine and computer-assisted record management systems; prepare a variety of fiscally related reports and records; and do other related work as required.

EXAMPLES OF DUTIES

Establish, balance, verify, adjust and maintain accounting and fiscally related records and reports; process a variety of documents pertaining to financial related transactions; receive, review and verify documents and reports for accuracy and adherence to legal mandates, policies, and operational guidelines; make complex arithmetical calculations and verify computations; assist and provide information to other agencies, District employees and others pertaining to financial record matters, issues and concerns; perform a variety of functions and activities pertaining to purchasing, including obtaining price quotes, follow-up on delivery discrepancies and other related areas; may order specified goods, materials and supplies, which may include asset equipment, athletic equipment, foodstuffs and other pre-determined commodities.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Standard office practices, procedures and techniques;  
Methods, practices and procedures of accounting and fiscal record management systems pertaining to purchasing;  
Operation of manual, machine and computer-assisted accounting and fiscal record management systems;  
Fiscal report preparation and format.

Ability to:

Perform complex accounting and fiscally related clerical functions;  
Prepare and review financial reports, records and related summaries;  
Prepare, input and maintain District record retention system, encumber purchase order totals, and generate purchase order registers;  
Effectively operate complex business machines and equipment;  
Make arithmetical calculations with speed and accuracy;  
Understand and carry out oral and written directions;  
Establish and maintain an effective working relationship with those contacted in the course of work;  
Relate effectively with racially and ethnically diverse staff, students and community.

Skills:

Type at a rate of 40 words per minute from clear, legible copy;  
Operate calculators and adding machines efficiently;  
Proficient operation and knowledge of an electronic computer system.

EDUCATION AND EXPERIENCE

Education:

Equivalent to the completion of the twelfth grade, supplemented by training or coursework in accounting, bookkeeping and business practices and procedures.

Experience:

Two years of increasingly responsible experience in fiscal record management and reporting, involving manual, machine and computer-assisted processes.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Work may involve lifting objects up to 50 pounds. Physical dexterity in limbs and digits necessary to operate office equipment.

Pre-placement Physical: Class I