

PURCHASING CLERK III

DEFINITION

Under general supervision, perform specialized accounting functions in the Purchasing Department maintaining financial and statistical records, utilizing manual, machine and computer-assisted processes; perform difficult and technical accounting functions; and do other related work as required.

EXAMPLES OF DUTIES

Perform specialized and technical functions in assembling, tabulating, calculating, verifying and filing of accounting and fiscally related data in the purchasing and receipt of District equipment, material and goods; perform complex and technical fiscal operations related to one or more specialized accounting functions; assist in the revision, formulation and implementation of accounting systems and procedures; establish, post and maintain journals, ledgers and a variety of other accounting records; prepare and verify the accuracy and completeness of financial files, records and reports; prepare account analyses; operate mini-computer, EDP peripherals and other business office machines and equipment; work with a computer based accounting and budget control system; prepare complex arithmetical calculations and verify computations; may perform lead functions within a specialized accounting or budget control system, which may include the preparation of technical and complex reports; may provide information regarding routine legal mandates, policies, regulations and operational guidelines to District personnel.

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;
Organization and planning methods, trends, techniques and practices.
Fiscal report preparation and format.

Ability to:

Perform technical accounting functions;
Prepare and review accounting and budget control records, summaries and reports;
Perform double entry bookkeeping and elementary accounting;
Lead and advise other accounting personnel;
Make complex arithmetical calculations and verify the results;
Effectively and efficiently operate computers and other office machines and equipment;
Understand and carry out oral and written directions;
Establish and maintain cooperative 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 elementary accounting, bookkeeping, business office organization and planning, or closely related fields.

Experience:

Three years of highly responsible experience in accounting record management and reporting, including one year in a lead or specialized capacity, preferably in purchasing. Practical experience in the operation of mini-computers.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

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

Pre-placement Physical: Class I