

Buyer

Dept/Div: Business Office/N/A

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate technical work procuring services, supplies, materials and equipment, and related work as apparent or assigned. Work is performed under the limited supervision of the Business Manager.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Monitors and analyzes purchase requisitions to ensure accuracy of information.

Reviews supply sources.

Monitors the bidding process ensuring quotes meet the needs for the operation of the District budget.

Reviews budget codes, and reconciles with budget parameters.

Acts as a procurement resource for staff; assists staff with the identification and solution of procurement related problems.

Initiates the creation of purchase orders.

Creates and maintains various financial records and reports.

Places orders with vendors, verifying purchasing terms, conditions, price, availability and lead time.

Maintains fixed asset inventory system; reconciles fixed assets.

Prepares and conducts requests for proposals (RFP), sealed bids and proposals within district threshold policies.

Assists the Business Manager in completing the annual audit.

Knowledge, Skills and Abilities

Thorough knowledge of governmental accounting principles and procedures; thorough knowledge of federal and state fiscal regulations and procedures relevant to school program funding; thorough knowledge of bookkeeping terminology and methods; thorough knowledge of standard office procedures, practices and equipment; general skill in the use of standard computer equipment and software; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to understand and apply governmental accounting practices in the maintenance of financial records; ability to maintain financial records and to prepare reports and statements; ability to make arithmetical computations quickly and accurately; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience

Associates/Technical degree in accounting, or related field and moderate experience in school district purchasing, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires repetitive motions and occasionally requires standing, walking, reaching with hands and arms, pushing or pulling and lifting; work requires close vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

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Applicable financial software training will be provided within six (6) months of hire.

Last Revised: 9/27/2011