

Job Posting: Procurement/Finance Staff

Qualifications:

- At least 2-3 years demonstrated experience in a responsible capacity involving purchasing, bank reconciliations, accounts payable, and other business affairs.
- Associate Degree or higher in accounting or another business related field.
- Such alternatives to the above qualifications as the board may find appropriate and acceptable.

Reports to: Finance Director

Job Goal: To administer the business affairs of the district to provide the best possible educational services with the finance resources available.

Performance responsibilities:

- Monitor all purchase requisitions to determine correctness of information, price extensions, coding information and so on.
- Responsible for correspondence relating to school district purchasing activities.
- Administer the program for purchasing supplies and equipment.
- Supervise receipt and accurate distribution of supplies and equipment.
- Reconcile all bank accounts as necessary.
- Responsible for receiving, acquiring approval for payment, and payment of accounts payable as assigned.
- Other duties as assigned by the Finance Director.