

**Job Summary:**

The job of Accounts Receivable/Purchasing Technician was established for the purpose/s of performing a wide variety of complex fiscal accounting, inventory, clerical, and technical supportive tasks in the accounts receivable/purchasing area. He/she will assist the director and perform various duties including gathering, assembling, tabulating, checking and filing financial and statistical data. He/she will complete clerical work involved in the preparation, review and maintenance of financial and statistical records.

**Essential Functions:**

- ▶ Analyzes contracts, bids, and agreements for the purpose of ensuring the completeness of contracts and cost allowability.
- ▶ Answers the telephone and e-mails for the purpose of providing assistance and information regarding the status of purchase orders and invoices.
- ▶ Communicates with vendors and Tulare County Office of Education (TCOE) personnel for the purpose of obtaining information, resolving discrepancies and clarifying issues related to invoices, statements, orders and deliveries.
- ▶ Issues purchase orders for the purpose of acquiring materials, supplies, services and equipment.
- ▶ Maintains inventory records for the purpose of internal control.
- ▶ Maintains records and files for the purpose of providing documentation and historical information needed for an audit.
- ▶ Prepares/Checks financial documents including requisitions, purchase orders, invoices, vouchers, journal entries and reports for the purpose of ensuring the accuracy of the financial records.
- ▶ Reconciles ledgers for the purpose of comparing revenue received to revenue budgeted.
- ▶ Verifies account numbers for the purpose of budget authorization before processing.
- ▶ Verifies that items received match the purchase order for the purpose of tagging inventory and recording fixed assets.

**Skills, Knowledge and/or Abilities Required:**

- ▶ **Skills to:**
  - apply policies, practices and terminology used in purchasing supplies and materials;
  - operate a variety of office equipment including a computer, typewriter and calculator;
  - perform a variety of clerical support duties such as statistical typing, duplication, filing, and record keeping;
  - perform various mathematical computations quickly and accurately;
  - understand and follow oral and written directions;
  - use Excel and Word software and other financial software;
  - complete assigned tasks within established time lines;
  - establish and maintain cooperative working relationships;
  - be flexible and receptive to change;
- ▶ **Knowledge of:**
  - purchase requisitions, purchase orders, invoices, and procurement processes;
  - basic principles, methods, and practices of bookkeeping and financial record keeping;
  - modern office methods and standard office equipment including the use of a personal computer;
  - English usage, spelling, grammar, punctuation, and letter and report writing;
  - telephone techniques and etiquette;
  - interpersonal skills using tact, patience, and courtesy;
- ▶ **Ability to:**
  - communicate with vendors and staff tactfully and courteously in person, email, letters and by telephone;
  - understand and carry out assigned work with minimal supervision;
  - make mathematical calculations with speed and accuracy;
  - read, understand, interpret and follow laws, rules, regulations, processes and policies of TCOE, the California Department of Education and the state of California;
  - learn and use technology and computer software applications as appropriate to the work environment;
  - maintain accurate and neat records and reports and meet all schedules and time lines;
  - maintain regular attendance and punctuality.

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the Organization's services. The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 85% sitting, 5% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience Required:**

- ▶ Job-related experience is required.
- ▶ Previous experience in a school district or governmental accounting entity.

**Education Required:**

- ▶ High school diploma or equivalent.

**Certificates, Licenses, Clearances, Testing and/or Bonding Required:**

- ▶ Valid California driver's license and proof of automobile insurance.
- ▶ Department of Justice and FBI Fingerprint Response.

**FLSA Status:** Non-Exempt

September 2008

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.