

EVANSTON TOWNSHIP HIGH SCHOOL

District #202

1600 Dodge Avenue

Evanston, IL 60201

www.eths.k12.il.us

POSITION: Purchasing & Accounts Payable Supervisor

REPORTS TO: Director of Business Services

CATEGORY: FLSA Exempt

Purpose Statement: The Purchasing and Accounts Payable Supervisor performs duties related to financial functions and supervisory responsibilities. This position would be responsible for purchasing, accounts payable, receiving, and other duties that are auxiliary to these functions. The ability to maintain financial records and complete tasks with a high degree of accuracy is essential to this position. This position will report to the Director of Business Services in the Business Office.

MINIMUM EXPERIENCE:

- Bachelor's degree in Business or related discipline preferred.
- Four or more years' purchasing experience is desired.

SKILL REQUIREMENTS/QUALIFICATIONS:

- Strong proficiency in Microsoft Office (Outlook, Excel, Word) and Google Applications (Google Docs, Google Calendar, Google Sheets, GMail, etc.).
- Experience with financial systems is highly desirable but not required.
- Excellent organizational and communication skills
- Detail oriented, able to maintain accurate records

ESSENTIAL JOB FUNCTIONS:

- Supervises Accounts Payable & Purchasing staff.
- Leads public bidding and proposal process for the District, including but not limited to, development of bid specifications, attending pre-bid meetings and bid openings, receiving bids for evaluation, and making recommendations for acceptance.
- Advises various District personnel regarding buying standards, commodity supply sources, and purchasing and procurement timelines.
- Works with Director of Operations & Sustainability to improve the sustainable development of the District
- Investigates consolidation of purchases for District savings.
- Administers purchasing card program, ensuring appropriate use of purchasing cards, in accordance with Board Policy and applicable state laws.
- Audits accounts payable batches prior to payment to ensure accuracy and compliance with District guidelines.

- Guides Accounts Payable through year end process as well as auditing and submitting 1099 files through the government portal.
- Oversees bidding of transportation for the District, serving as an overall liaison to all departments regarding student transportation issues and concerns as they relate to the contract.
- Manages District's cell phone plan, including distribution of cellular devices, resolving issues with service providers, reviewing monthly bills and auditing for savings.
- Prepares prevailing wage resolution for Board and publishes resolution in local papers
- Manages and maintains District's swimming pool contracts.
- Evaluates inventory levels to guarantee that the warehouse supplies (i.e. paper) are appropriately stocked.
- Maintains fixed asset records to ensure that assets are appropriately added and disposed of annually.
- Handles copier lease contract renewals and equipment purchases.
- Facilitates shredding of district documents in accordance with state law requirements.
- Coordinates with departments and the Director of Business Services to determine furniture purchases for each fiscal year.
- Manages District travel program.
- Creates and maintains documented procedures for all positions within the Business Services Office.
- Operates with the highest ethical standards including integrity, honesty, consistency, fairness, and transparency. Consistently follows processes to provide fair and equal treatment for internal and external customers and suppliers.
- Assists in special projects to be determined by the Director of Business Services as needed.
- Perform other duties as assigned.

TERM OF EMPLOYMENT: 12 Month

WORK ENVIRONMENT:

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling and significant finger dexterity. Generally, the job requires 20% sitting, 40% walking and 40% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

ETHS is an equal opportunity employer and does not discriminate regardless of race, creed, gender, color, national origin, religion, age, sexual orientation or handicap