

EASTERN CARVER COUNTY SCHOOLS

Position Description

SECTION I: GENERAL INFORMATION

Position Title: Finance & Purchasing Technician	Department: Finance
Reports to: Finance Manager	FLSA Status: Non-Exempt
Band/Grade/Subgrade:	Bargaining/Work Unit: MSEA Clerical
Tier/Lane: Tier 6	Position Last Updated: February 2022

SECTION II: JOB SUMMARY

Provide financial services support for the district through a variety of accounting and clerical functions

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: <i>Provide purchasing support throughout the district</i>
Percent of Time:	40%	

Tasks involved in fulfilling above duty/responsibility:

- Modifies account codes for schools and departments, generate purchase orders for multi-school department orders.
- Manages and maintains purchasing agreements with vendors
- Processes vendor online orders - such as Costco, Walmart, Target, Home Depot and Apple Apps
- Orders supplies for finance, human resources, equity & inclusion and the copy center as needed
- Oversees and maintains records for district's P-Card program including card limits, update accounting codes in system, fraud charges, order new or replacement cards for staff
- Trains new P-card holders on utilizing system for purchases and account codes. Audits monthly P-card statements to ensure appropriate documentation is attached and district policies are followed. Scans statements and back-up to Laserfiche

Duty/Responsibility No:	2	Statement of duty/responsibility: <i>Accounts Receivable and Accounts Payable</i>
Percent of Time:	35%	

- Records cash receipts in district's finance system. Maintains the current and archived cash receipt filing system
- Serves as back up and overflow accounts payable technician
- Audits and processes employee reimbursements, including ACH files with bank, scanning to Laserfiche
- Maintains contracted staff development worksheet
- Assists finance team to systematically improve processes

Duty/Responsibility No:	3	Statement of duty/responsibility: <i>Provide support and back-up to finance team, including special projects</i>
Percent of Time:	20%	

Tasks involved in fulfilling above duty/responsibility:

- Provide general clerical support to the Finance Manager including things such as Power Point presentations, dissemination of request for proposal documents, finance form creation and maintenance, booking rooms for training and arranging for laptop computers
- Completes data entry of fixed assets into Skyward
- Serves as the webmaster for the finance department
- Assists as needed with timesheet entry
- Assists in erate application process including collection of data
- Communicates and assists customers and employees to promote a positive image and efficient operation of the finance department
- Serves as back up and overflow for district copy center duplicating technician
- Answers telephones, reviews voice mail messages and correspondence, and responds appropriately
- Completes general office duties as directed

Duty/Responsibility No:	4	Statement of duty/responsibility: <i>Maintain and track supplies and postage for the district education center's workrooms and supplies for district badges and lanyards</i>
Percent of Time:	5%	

Tasks involved in fulfilling above duty/responsibility:

- Maintains and orders supplies for supply room for district education center utilizing the districts purchase order system. Tracks usage to be charged back to departments
- Maintains billing codes on district education center's copiers/printers and postage machine and provides documentation for charging back costs to each department a minimum of twice per fiscal year
- Other duties as assigned

SECTION IV: KNOWLEDGE, SKILLS AND ABILITIES

- Ability to identify and solve problems
- Advanced skills in Microsoft Excel and strong skills in other Microsoft Office products such as Word and Access
- Calculator and keyboarding with high accuracy and speed
- Detailed-oriented with proven ability to be consistently accurate
- Ability to effectively communicate and collaborate with employees
- Ability to follow written and verbal instructions
- Willingness to perform additional job-related responsibilities as required
- Excellent organizational and time management skills
- Must be willing and able to work in the following conditions: busy, with consistent interruptions
- Ability to perform the following actions continuously: sitting, using hands dexterously, talking, hearing
- Ability to perform the following actions occasionally: lifting and carrying up to 10 pounds, reaching, stooping, standing, bending, crouching, walking
- Evidence of an understanding of the school culture and environment and a commitment to carrying out the vision, mission and belief statement of Eastern Carver County Schools

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- Post high school accounting or bookkeeping education required
- Two-year accounting certificate preferred

SECTION VI: EXPERIENCE REQUIREMENTS

- One year of experience in a related field required
- Two year or more of general business office experience preferred
- Knowledge of Skyward software system preferred

SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the district mission, which is to ensure high quality, innovative, challenging education where all learners are valued and respected.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the district's mission and values through careful attention to the key issues of Learning, Environment and Resources.

SECTION VIII: PHYSICAL JOB REQUIREMENTS

(Indicate according to essential duties/responsibilities):

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

Key: N=Never O=Occasionally (1-33%) F=Frequently (34-66%) C=Consistently (67-100%)					
Demands		Demands		Demands	
Physical		Lifting/Carrying		Exposure to Environ. Conditions	
Standing	C	Up to 10 pounds	F	Possible exposure to blood-borne pathogens through blood and/or body fluids	
Walking	C	Up to 25 pounds	F		
Sitting	O	Up to 50 pounds	O		O
Talking in person/on the phone	O	Up to 75 pounds	O	Toxic chemicals	O
Pushing/Pulling	F	Up to 100 pounds	N	Moving parts	F
Hearing	C	More than 100 pounds	N	Electrical shock risk	O
Feeling, grasping, finger dexterity	C	Noise Levels		Explosives	N
Climbing, balancing	O	Quiet (i.e. private office)	O	Fumes	O
Stooping (bend at waist)	F	Moderate noise (i.e. business office with typewriters/ printers, light traffic)		Extreme cold (non-weather)	O
Crouching, crawling, kneeling, Squatting	F		C	Extreme heat (non-weather)	O
Stretching/reaching with hands & Arms	F	Loud noise (i.e. many children laughing & playing, large earth moving equipment)	C	Varying weather conditions	C
Distinguishing smell	O	Very loud noise (i.e. jack hammer, front row rock concert)		Sight	
Distinguishing temperature	O		O	Vision for close work/ability to adjust focus	C
Traveling by automobile	F			Looking at computer monitor	O
				Color vision (identify & distinguish colors)	F
				Peripheral, depth perception	C

Note: Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.