

Pflugerville Independent School District - Job Description

Job Title/Position:	Extended Day Program Agency & Purchasing Associate	Department/School:	Extended Day Program
Pay Information:	Extended Day Program Compensation	Supervised By:	Program Manager, Extended Day Program
FLSA:	Non-Exempt	Date Revised:	December 2019

Primary Purpose:

Assist in the prompt and accurate payment of all expenses incurred by the Extended Day Program. Process purchase orders and invoices and maintain accounting records and/or perform various accounting and clerical support duties. Provide clerical assistance for the efficient operation of the Extended Day Program Office. Manage all agency and financial-aid accounts, including reporting attendance and processing financial-aid applications.

Qualifications (Experience/Education/Certification):

High school diploma (or GED) and two years of related experience.

Major Responsibilities:

1. Oversee and maintain all agency accounts and contracts in regards to reimbursement for Extended Day Program tuition.
2. Serve as the direct liaison between the Extended Day Program and all Agency accounts.
3. Report required attendance to agencies bi-weekly or monthly as requested.
4. Input requisitions and purchase orders after obtaining appropriate signatures.
5. Monitor all monies in expenditure accounts for accuracy. Report inaccuracies to the Extended Day Program Manager in a timely manner.
6. Communicate with vendors concerning purchase orders; receive supplies and verify against purchase orders; process invoices for payment.
7. Maintain open channels of communication between various office staff.
8. Work closely with Office Clerk and Accounting Associate in areas where their job duties may overlap or coincide with those of the Agency & Purchasing Associate.
9. Receive and direct incoming calls, take reliable messages, and/or route to appropriate staff.
10. Greet and direct visitors and parents; assist public, staff, students and parents as needed.
11. Order, track and pick-up snacks for the Extended Day Program.
12. Process, file and track Financial-Aid Applications using the guidelines set forth by the Extended Day Program Manager.
13. Identify and target campuses that are below the targeted penetration rate and work with key school personnel to offer financial assistance or agency guidance for families that can benefit from attending the Extended Day Program.
14. Know and comply with the Educator Code of Conduct & all policies, procedures, laws and State/Federal regulations and Extended Day Program policies and procedures.
15. Perform other duties as assigned.

Special Knowledge/Skills:

- Knowledge of all applicable federal, state, and local laws, guidelines and procedures.
- Knowledge of administrative support and file maintenance techniques.
- Knowledge of basic accounting principles and office management.
- Skill in communicating effectively with others.
- Skill in effective customer service.
- Skill in working with various types of equipment including, but not limited to personal computers, fax machines, calculators, printers, and multi-lined phone system.
- Skill in working with word processing and spreadsheet computer applications.
- Skill in working in collaborative team based environments.

Supervisory Responsibilities:

None

Working Conditions (Mental Demands/Physical Demands/Environmental Demands):

Employee daily hours may vary depending on Extended Day Program's needs. Prolonged use of computer; repetitive hand motions; maintain emotional control under stress; must be able to lift and/or carry at least 20lbs.

The foregoing statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required.

Employee's Signature: _____

Date: _____

Employee's Printed Name: _____