

JOB DESCRIPTION
Keene School District

ADMINISTRATIVE ASSISTANT I
PURCHASING

Purpose Statement

The job of Administrative Assistant I (Purchasing) was established for the purpose of performing clerical, bookkeeping, purchasing, budgeting, and accounting activities.

This job reports to Principal, Keene High School

Essential Functions

- Compiles data from a variety of sources (e.g., purchase orders, budget reports, specialized reports, etc.) for the purpose of complying with financial, legal and/or administrative requirements.
- Coordinates a variety of projects and functions (e.g., the academy fund, records for annual audit, etc.) for the purpose of completing activities in a timely, organized and professionally executed fashion.
- Maintains manual and electronic documents, files, and records (e.g., paperwork to support requisitions, vendor files and paperwork, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Maintains supplies and materials (e.g., toner, lined paper, staples, stationary, pre-printed forms, postage machine supplies, banking slips, graduation supplies, parking materials) for the purpose of tracking use and availability of required items, and communicates this information to applicable departments.
- Monitors a variety of functions and activities (e.g., account balances, petty cash receipts, postage meter, etc.) for the purpose of maintaining necessary cash flow for district needs and assuring quality of materials.
- Receives ordered shipments and coordinate their distribution to the appropriate department.
- Prepares and processes a variety of documents (e.g., correspondence, working papers, reports, student insurance applications, new account and ledger sheets, etc.) for the purpose of communicating information and creating documentation in compliance with established guidelines.
- Presents information on administrative procedures (e.g., purchasing procedures, workers' compensation report information, etc.) for the purpose of the orientation of new personnel and disseminating information to existing personnel.
- Processes all phases of purchasing from receipt of requisition to distribution of receivables (e.g., maintaining accurate records of orders, assigning proper budget codes for payments, troubleshooting and resolving internal and external issues, communicating with vendors and staff) for the purpose of providing prompt and accurate payments that comply with District policies.

- Reconciles account balances for assigned budget categories and monthly bank statements for the purpose of maintaining accurate account balances.
- Responds to inquiries from a variety of internal and external parties (e.g., staff, vendors, suppliers, etc.) for the purpose of providing information and direction and facilitating communication among parties.
- Tracks vendor and supplier information, (e.g., W-9s, addresses, etc.) for the purpose of assuring accurate and efficient accounting systems.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Skills, Knowledge and Abilities

- Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications and databases; and preparing and maintaining accurate records.
- Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: basic accounting and bookkeeping skills; calculation skills including fractions and percentages, skills; business telephone and e-mail etiquette; and concepts of grammar and punctuation.
- Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining a pleasant and calm demeanor; maintaining confidentiality; meeting deadlines and schedules; working with frequent interruptions; setting priorities; and establishing and maintaining effective working relationships.

Working Environment

The usual and customary methods of performing the job's functions may require the following physical demands: lifting, carrying, pushing, stooping, kneeling, fine finger dexterity. Generally the job requires 50% sitting, 20% walking, and 30% standing. This job is performed in a generally clean and healthy environment.

Minimum Qualifications

- High School diploma or equivalent
- Basic accounting skills
- 2-3 years job-related experience preferred

FLSA Status: Non-Exempt

Approval Date: 07/01/2024 RM

Revised: 3/8/16 KBE