



# CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

## Job Class Description

<u><b>PURCHASING ASSISTANT</b></u>			
<b>DEPARTMENT/SITE:</b>	Purchasing Department	<b>SALARY SCHEDULE:</b>	Classified Bargaining Unit
		<b>SALARY RANGE:</b>	21 per 2023-2024 Schedule
		<b>WORK YEAR:</b>	12 Months (260 Days)
<b>REPORTS TO:</b>	Director of Purchasing and Logistics	<b>FLSA:</b>	Non-Exempt

### **BASIC FUNCTION:**

Perform a variety of complex clerical accounting duties in support of purchasing and related accounts payable functions; process, audit, and record related transactions; maintain various financial and statistical records and files. The incumbents in this classification assist in supporting students by ensuring order accuracy, and processing payments for the necessary supplies, equipment, and services which directly supports student learning.

### **DISTINGUISHING CHARACTERISTICS:**

The **Purchasing Assistant** classification is the more experienced-level position in the series. Incumbents work under general supervision and perform complex clerical accounting duties involved in the processing of accounts payable. The **Purchasing Assistant I** classification is the entry-level position in the series. Incumbents work under close supervision and perform a variety of clerical duties in the review and processing of purchase orders, requisitions, and various other purchasing forms and documents.

### **ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

Perform a variety of complex clerical accounting duties in support of purchasing and related accounts payable functions; process, audit, and verify accuracy of various purchasing and related accounts payable forms, documents, and transactions.

Process accounts payable; receive, sort, process, and verify invoices; check invoices and match with purchase orders, packing slips, receivers, and other information; verify accuracy and completeness including cost calculations and order information; prepare invoices for payment.

Maintain contact with vendors, purchasing, and warehouse staff, and various departments to modify and clarify invoices and purchase orders; follow up on and resolve issues and discrepancies with purchase orders, invoices, billings, order status, and payments as needed.

Research, compile, prepare, and revise purchasing and related accounting data; maintain and update a variety of auditable financial and statistical records and files related to transactions, invoices, purchase orders, expenditures, agreements, discrepancies, and assigned activities.

Process and update accounts and related records with expenditures; calculate and ensure accuracy of incoming and outgoing payments; review data, forms, and documents for accuracy and completeness; identify and resolve errors and discrepancies; make corrections as needed.

Input and update a variety of purchasing, receiving, and accounting data in an assigned computer system; establish and maintain automated records and files; initiate queries and generate a variety of computerized lists, documents, and reports; verify accuracy of input and output data.

Receive and update records with warehouse stock items; follow up with schools, other departments, and warehouses regarding receiving issues as needed.

Calculate, assemble, match, sort, tabulate, review, and post a variety of financial and statistical data including expenditures; prepare and process special orders as needed; balance, adjust, and reconcile accounts.

Communicate with District personnel and various outside agencies to exchange information and resolve issues or concerns.

Operate a variety of office equipment including a calculator, copier, fax machine, scanner, computer, and assigned software.

Perform various technical clerical duties in support of purchasing activities; initiate, receive, and route phone calls; take, retrieve, and relay messages; greet and assist visitors; receive, sort, and distribute mail.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Methods, procedures, and terminology used in clerical accounting work.  
General purchasing and accounts payable practices, procedures, and terminology.  
Financial and statistical record-keeping techniques.  
Modern office practices, procedures, and equipment.  
Use and processing of invoices, purchase orders, and related documents.  
Data control procedures and data entry operations.  
Operation of a computer and assigned software.  
Oral and written communication skills.  
Interpersonal skills using tact, patience, and courtesy.  
Telephone techniques and etiquette.  
Mathematical calculations.

**ABILITY TO:**

Perform a variety of complex clerical accounting duties in support of purchasing and related accounts payable functions.  
Receive, review, verify, and process invoices, purchase orders, receivables, and other documents.  
Maintain accurate financial and statistical records.  
Process and record accounting and purchasing transactions accurately.  
Utilize a computer to input data, maintain automated records, and generate reports and documents.  
Compare numbers and detect errors efficiently.  
Answer telephones and greet the public courteously.  
Establish and maintain collaborative and effective working relationships with others.  
Keyboard or input data at an acceptable rate of speed with accuracy.  
Communicate effectively both orally and in writing.

Meet schedules and timelines.

Make mathematical calculations with speed and accuracy.

Operate standard office equipment including computer and assigned software.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to graduation from high school and two years of purchasing, clerical accounting, or related experience.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Constant interruptions.

Working around warehouse environment near heavy equipment and dust.

Environmental hot/cold temperatures.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Bending at the waist, kneeling, or crouching to file and retrieve materials.

Reaching overhead, above the shoulders, and horizontally.

Lift and/or move up to 25 pounds.

**HAZARDS:**

Working around machinery having moving parts.

**CLEARANCES:**

Criminal Justice Fingerprint / Background

Tuberculosis

Pre-placement Physical and Drug Screen

---

**JOB CLASS HISTORY**

Approved: 12/91;

Rev. 9/93; 8/98; New title 10/10 (Ewing)

2024 Revised & Retitled (EH&A / MGT Consulting) GB: 06/11/24 PC: 05/23/24