

# **RUMSON-FAIR HAVEN REGIONAL HIGH SCHOOL DISTRICT JOB DESCRIPTION MANUAL**

## **OFFICE SERVICES PERSONNEL**

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### **PURCHASE ORDER CLERK - FULL-TIME, NON-ALIGNED**

**GENERAL RESPONSIBILITIES:** To contribute to the efficient operation of the district by the prompt and accurate processing of purchase orders, accounting for purchases, and maintaining of inventories of equipment and other appropriate purchases.

#### **QUALIFICATIONS:**

1. High school diploma required.
2. Post-high school professional training preferred.
3. Minimum of three years' experience with bookkeeping tasks, purchase orders, or similar job responsibilities.
4. Strong organizational, analytical, computational and communications skills.
5. Proficiency in the use of a computer system and software appropriate for the budget.
6. Able to maintain confidentiality as required and as appropriate.
7. Demonstrates effective problem solving, communications, organization, planning, record keeping and human relations skills.
8. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status, and proof of New Jersey residency or exemption from requirement.
9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** School Business Administrator/School Board Secretary or designee

#### **RESPONSIBILITIES:**

##### **Work Performance**

- a. Receives and processes purchase orders from school buildings and other departmental areas (i.e., Transportation, Buildings and Grounds, Central Office).
- b. Enters purchase orders into the budget and ensures that funds are available in the appropriate accounts.
- c. Makes appropriate transfers in cooperation with the School Business Administrator/School Board Secretary.
- d. Aligns purchase orders with appropriate district accounts.

- e. Assists the School Business Administrator/School Board Secretary with budget preparation through relevant data entry.
- f. Generates reports as requested by the School Business Administrator/School Board Secretary in accordance with state and federal laws and district procedures.
- g. Supplies price comparisons/quotations as directed by the School Business Administrator/School Board Secretary.

### **Work Traits**

- a. Maintains confidentiality as required and appropriate.
- b. Follows all guidelines as stated in the contractual agreement between the Rumson-Fair Haven Regional Board of Education and the individual, non-aligned employee.
- c. Demonstrates an openness to discuss suggestions.
- d. Demonstrates initiative, independence and decision making appropriate to the performance tasks of this position.
- e. Makes efficient use of time and resources available.
- f. Provides well-organized, accurate work.
- g. Demonstrates ability to prioritize tasks and to change priorities, as appropriate, to meet the needs of the job.

### **Professional Development**

Participates in staff development opportunities in accordance with district guidelines and resources to enhance job-related skills and knowledge.

### **School/Community Relations**

- a. Communicates effectively with vendors and school personnel as needed to expedite orders.
- b. Demonstrates a willingness to assist and work cooperatively with colleagues.
- c. Displays tact and courtesy when dealing with students, staff, residents and others in person and by telephone in the performance of this position

**Other Assigned Duties**

Performs all other tasks and assumes such other duties as designated by the as the School Business Administrator/School Board Secretary and/or the Superintendent of Schools.

**TERMS OF EMPLOYMENT:** Twelve-month year. Non-bargaining-unit position. Salary and other terms and conditions of employment established by the Board of Education upon recommendation of the Superintendent of Schools.

**ANNUAL EVALUATION:** Performance of the position will be evaluated in accordance with state law and the regulations of the New Jersey Department of Education.

**APPROVED BY THE RFH BOARD OF EDUCATION: March 28, 2022**