

**BEMIDJI AREA SCHOOLS**  
**POSITION JOB DESCRIPTION**

ORIGINATION DATE 4-5-1990  
 LAST REVISION DATE 11-10-2021  
 BAND & GRADE A-1-3-3

POSITION TITLE District Purchasing & Business Office Secretary

IMMEDIATE SUPERVISOR Safety & Warehouse Manager/Accounting Coordinator

**Job Summary (Basic Purpose of Position)**

To accurately process purchase orders and prepare monies collected for various school activities for deposit into the correct accounts. Maintain accurate records for all purchases and school activities accounts. Process and distribute mail accurately and in a timely manner.

**SUPERVISOR**

**EMPLOYEE**

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
<b>NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS</b>					
<b>1.00 PREPARE AND DISTRIBUTE PURCHASE ORDERS.</b>				<b>Knowledge and Skills in:</b>	
1.01 Determine proper organization of requisitions for District ordering.	A-1	D		1. Purchasing operations.	1.01 Orders were placed in a timely manner.
1.02 Determine proper procedure on attached coupons and prepayment attachments.	A-1	D		2. District policies and procedures.	1.02 Coupons being used were correctly attached to orders.
1.03 Divide multiple accounts on requisitions correctly.	A-1	D		3. Proper reference for vender numbers.	1.03 All orders were charged against proper accounts.
1.04 Prepare purchase orders in orderly and correct manner.	A-1	D		4. Application of coupons and prepayments.	1.04 Purchase orders were properly prepared with all pertinent information available to fill the order.
1.05 Answer phone calls and solve problems where possible or direct them to the proper person.	A-1	D		5. Calculator operation.	1.05 Problems regarding purchase orders were resolved in a professional manner.
1.06 Greet visitors, vendors, and school personnel. Determine needs for referral to appropriate person.	A-1	D		6. Purchase order creation and processing.	1.06 All visitors were directed to the proper department in a conscientious manner.
1.07 Issue emergency purchase order numbers when needed.	A-1	D		7. Procedure for emergency purchase orders.	1.07 Emergency purchase orders were issued and P.O. number was recorded on the confirming requisition in accordance with District policy.
1.08 File purchase orders and requisitions in correct place for easy retrieval for long term records.	A-1	D		8. Procedure for mailing form.	1.08 Purchase orders and requisitions were properly filed for quick retrieval.
1.09 Prepare purchase orders for encumbrance on computer.	A-1	D		9. Keyboarding and operation of various office machines.	1.09 Encumbrance input totals when completed balanced with batch totals.
1.10 Determine if a purchase order should be cancelled after 90 days or left open.	A-1	W		10. Account numbers.	1.10 Purchase orders when cancelled were properly deleted off the computer system.
1.11 Develop and/or revise bulk order forms on which District needs are consolidated for bulk ordering to save money for District.	A-1			11. District policy on cancellation of purchase orders.	
				12. Applicable statutes for District purchasing.	
				13. Computer operations.	
				14. Computer software.	

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<p>1.12 Prepare quotes and bids for District according to regulations and statutes, including preparing spread sheets summarizing the quotes.</p> <p>1.13 Determine solutions to problems concerning purchase orders with communication via long distance phone calls, emails, or fax machine.</p>	<p>A-1  A-3</p>	<p>M  A</p>		<p>15. Time limits for invoicing. 16. Basic accounting principles. 17. Schools and locations. 18. Proper office procedure. 19. Correct grammar, spelling and punctuation.</p>	<p>1.11 All orders were processed in accordance with District policy and state regulations. Bid and quote files were properly maintained.</p> <p>1.12 Quotes and bids were prepared to regulations and statutes and put on a spreadsheet summarizing quotes.</p> <p>1.13 Problems were solved concerning purchase orders.</p>
<p><b>2.00 ACTIVITIES ACCOUNTS</b></p> <p>2.01 Count and verify currency, coin and checks for various school activities with receipts.</p> <p>2.02 Write up deposits for all monies coming in to District Office.</p> <p>2.03 Prepare deposit for the bank and deliver both the general and revolving deposits to the banks.</p>	<p>B-2  D D D</p>	<p>D  D D</p>		<p><b>Ability to:</b></p> <p>1. Utilize time efficiently. 2. Operate various office machines. 3. Demonstrate consistent and reliable attendance.</p>	<p>2.01 The monies and receipts were balanced out daily.</p> <p>2.02 All deposits were written daily.</p> <p>2.03 All monies were deposited into the proper accounts at the local banks.</p>
<p><b>3.00 GENERAL OFFICE DUTIES</b></p> <p>3.01 Sort and prepare incoming mail from the post office and from within the school district for transfer to various sites throughout the district.</p> <p>3.02 Determine proper information needed to return merchandise to vendor so District will receive proper credit.</p> <p>3.03 Check in freight as needed.</p> <p>3.04 Prepare correct account numbers for new school year. Transfer old files to storage boxes for quick reference.</p> <p>3.05 Give non-supervisory direction to extra help; such as typing purchase orders, filing orders, requisitions, etc. and other tasks as necessary.</p> <p>3.06 Keep mail room neat, clean and orderly.</p> <p>3.07 Maintain postage stamps and records related to them.</p>	<p>A-1  A-1  A-1 A-1  A-1</p>	<p>D  W     D</p>			<p>3.01 All incoming mail was opened, and sorted and distributed to the proper areas.</p> <p>3.02 District did receive credit for returned merchandise.</p> <p>3.03 Incoming freight was properly checked as needed.</p> <p>3.04 Correct account numbers were prepared for new school year. Old files were transferred to boxes for quick reference.</p> <p>3.05 Non-supervisory direction was given to extra help.</p> <p>3.06 Mail room was kept neat, clean and orderly.</p> <p>3.07 All postage stamps and monies were accounted for and reimbursed when necessary.</p>
<p><b>4.0 OTHER</b></p> <p>4.01 Assist Accounting Coordinator with computer input as directed.</p>					<p>4.01 Computer input was completed accurately.</p>

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4.02 Complete M-Files scanning and filing as directed. 4.03 Maintain and order office supplies and district forms as needed. 4.04 Carry out work assignments as directed by immediate supervisor.					4.02 Documents scanned and filed as directed. 4.03 Office supplies and district forms ordered and available as needed by staff. 4.04 Work completed as assigned.
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