

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

DIRECTOR OF PURCHASING AND ACCOUNTS PAYABLE

Supervisor: Assistant Superintendent for
Business and Operations,
CSBO

FLSA Status: Exempt

Employee Group: Administrative

Qualifications:

1. High School Education
2. Intermediate Knowledge of Microsoft Office
3. Knowledge of data entry method and procedures
4. Knowledge of bookkeeping and accounting principles
5. Excellent organizational skills
6. Ability to communicate effectively
7. Personal leadership qualities to include maturity of judgment and capacity to work with others

Terms of Employment:

- Twelve (12) Month Contract
- Year to Year Contract
- Twenty (20) Vacation Days

Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

Duties:

1. Manage core functions of the accounts payable/Purchasing department and the warehouse.
2. Obtain and study comparative pricing quotations.
3. Supervise, evaluate, coordinate and assign activities of employee functions related to accounts payable, purchasing and warehouse staff.
4. Coordinate and oversee the bidding process.
5. Review records for accuracy of information and compliance with established procedures to determining stock levels and identify/reconcile any discrepancies.
6. Review open purchase order reports and contact district administration as necessary.
7. Maintain vendor data file and prepare 1099 reports.
8. Reconcile open purchase order list with outstanding invoices for year-end audit.
9. Prepare and review accounts payable voucher reports to be submitted to the Board of Education for payment.
10. Keep current with best practices and requirements as they relate to your job assignment.

11. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.