

**CAJON VALLEY UNION SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**CLASS TITLE: PURCHASING ASSISTANT II**

**BASIC FUNCTION:**

Under the direction of an assigned administrator, 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.

**DISTINGUISHING CHARACTERISTICS:**

The Purchasing Assistant II 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.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

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 assure 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 warehouse 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, typewriter, computer and assigned software.

Perform various 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.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Methods, procedures and terminology used in clerical accounting work.

General purchasing 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.

Arithmetic computations.

**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 cooperative and effective working relationships with others.

Type or input data at an acceptable rate of speed.

Communicate effectively both orally and in writing.

Meet schedules and time lines.

Make arithmetic computations with speed and accuracy.

Operate standard office equipment including a computer and assigned software.

**EDUCATION AND EXPERIENCE:**

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

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Constant interruptions.

**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 and with machinery having moving parts.