

JOB DESCRIPTION

TITLE: **Receptionist/Purchasing Agent**

QUALIFICATIONS: High school diploma.
Experience in accounting and computer operations preferable.

TERMS OF EMPLOYMENT: 12 months

REPORTS TO: Superintendent

JOB GOAL: To contribute to staff morale by the prompt, courteous and accurate handling of all office duties enumerated in job description.

PERFORMANCE RESPONSIBILITIES:

1. Answers phone and greets people as they come in.
2. Routes requisitions to assistant superintendent's and superintendent for approval.
3. Issues purchase orders and mail or fax to vendor.
4. Reconciles invoices with purchase orders.
5. Processes reconciled purchase orders/invoices for payment.
6. Receives calls from schools regarding any purchase order problems.
7. Coordinates transaction between vendor and person who placed purchase order when price increases or when ordering information is incomplete.
8. Oversees and checks all orders as they come in against the packing slip.
9. Calls vendor concerning shortage of shipment or incorrect merchandise.
10. Checks on backorders.
11. Performs a regular check on old purchase orders; calls vendor to determine status of order/shipment.
12. Reconciles bank statements for all BOE accounts.
13. Issues work permits for students.
14. Opens and distributes all incoming mail, prepares all mail to go out and takes it to post office.
15. Disseminates substitute teacher information to prospective substitute teachers.
16. Maintains file on approved substitute teachers.
17. Procures and maintains information on criminal background checks and fingerprint cards.
18. Maintains a list and a file on the results of the fingerprinting process and any action taken.
19. Handles credit card distribution and maintains a log of activity and ensures they are returned
20. Employment Verification requests by employees and outside entities as needed
21. Performs various related office duties as assigned.