



Decatur County Schools

Once A Bearcat, Always A Bearcat

Position Posting: Procurement Clerk

Posting Date: September 15, 2026

Decatur County Schools seeks a dedicated and organized procurement clerk to join our team. The Procurement Clerk provides clerical and administrative support for the District's procurement, purchasing, accounting, vendor documentation, inventory, and related business operations, ensuring purchasing activities and required records are processed accurately, on time, and in accordance with District policies and procedures.

REPORTS TO: Chief Financial Officer	WORK CALENDAR: 12 Month
QUALIFICATIONS: • High School Diploma or State-Approved Equivalency • 3–5 years of proven experience in purchasing, bookkeeping, or accounting, preferably in a public school setting • Proficiency in Microsoft Excel, Word, and/or Google • Familiarity with GADOE chart of accounts SKILLS & ABILITIES: • Excellent communication (oral and written) and organizational skills are essential • Ability to maintain confidentiality • Ability to initiate, multitask, and complete multiple projects in a fast-paced setting and on deadline • High Attention to Detail • Ability to work with other departments to streamline processes. • Complies with district, system, state and federal regulations and policies, including the PSC Code of Ethics, HB250 and HB1321, as related to job requirements. • Acts in a professional manner and maintains a professional attitude towards the public and colleagues; adheres to cultural diversity guidelines, and exhibits the fundamentals of good public/customer service.	APPLICATION PROCEDURE: • DCBOE Employees should submit a letter of interest and resume to bearcatcareers@dcboe.com • Other interested applicants should apply online @ www.dcboe.com and submit a resume to bearcatcareers@dcboe.com or by mail to: Jennifer Wilkinson Assistant Superintendent for Human Resources Decatur County Schools 1417 Dothan Road, Bainbridge, GA 39817
APPLICATION DEADLINE: Until Filled	SALARY: • Salary based on years of clerical experience • Benefits Package Available • Position Excluded from Social Security
START DATE: 11/2026	FLSA STATUS: Non-Exempt
<i>The Decatur County School System does not discriminate based on race, color, religion, sex, national origin, age, or disability in any employment practices, education programs, services, or activities.</i>	



PERFORMANCE RESPONSIBILITIES:

Procurement and Purchasing

- Process and enter purchase orders into the district's accounting system.
- Prepare purchase orders and related documentation for the Accounting Department.
- Assist with district purchasing activities in accordance with established policies and procedures.
- Maintain vendor purchasing records and related documentation.
- Process orders for office supplies, equipment, furniture, postage, and shipping services.
- Process orders for custodial supplies, equipment, and repair services.
- Process custodial supply and copier paper orders.
- Coordinate and maintain records related to district copier services, including supplies and service requests.
- Maintain documentation related to contracted services and ensure required paperwork is completed and properly filed.

Vendor and Contract Documentation

- Maintain and verify required vendor documentation, including W-9 forms, tax-exempt certificates, E-Verify documentation, and certificates of liability insurance.
- Maintain organized vendor files and records to ensure required documentation is current and readily available.
- Assist with obtaining and updating vendor documentation as needed.
- Maintain records and supporting documentation for contracted services.

Accounting and Financial Support

- Perform monthly reconciliation of assigned district bank accounts.
- Research and assist in resolving bank account discrepancies, errors, and disputes.
- Prepare and maintain supporting documentation related to purchasing and financial transactions.
- Gather, organize, and provide supporting documentation requested by auditors.

Inventory and Property

- Maintain custodial supply inventory records and help monitor inventory levels and replenishment needs.
- Maintain district property inventory records in accordance with established procedures.
- Prepare, assign, and maintain property tags and related property records.
- Assist with periodic property and inventory reviews and reconciliations.

General Administrative Support

- Coordinate legal advertisements with local newspapers and maintain related documentation.
- Receive, sort, and distribute incoming mail and other deliveries.
- Provide front desk and general clerical coverage during staff absences.
- Notarize official documents.
- Perform other related duties as assigned.



PHYSICAL DEMANDS:

Routine physical activities are associated with a payroll accountant. Requires extensive sitting, standing, walking, bending, stooping, kneeling, crouching, reaching, handling, lifting, and repetitive fine motor activities as part of the daily activities. Vision, hearing, and verbal communication are essential functions of this position.

- Ability to carry 30-50 pounds with assistance
- Ability to push or pull a maximum of 50 pounds
- Maintain a consistent and reliable presence at work. Regular attendance is crucial for providing stable and effective support throughout the academic year.

The employee must perform each essential function satisfactorily. Employees are expected to attend all required meetings as approved by the supervisor. The employee will adhere to the Georgia Professional Standards Commission's Code of Ethics for Educators and all Decatur County Board of Education policies, administrative regulations, school system procedures, social media platform procedures, and all other applicable professional performance criteria. Maintenance of criminal history checks is required for all employees.

Created/Revised 09/09/2026
