



HOLMDEL TOWNSHIP PUBLIC SCHOOLS

JOB DESCRIPTION:

PURCHASE ORDER CLERK

QUALIFICATIONS:

1. High school diploma required.
2. Post-high school professional training preferred.
3. Minimum of three years' experience with bookkeeping tasks, purchase orders, or similar job responsibilities.
4. Strong organizational, analytical, computational and communications skills.
5. Proficiency in the use of a computer system and software appropriate for the budget.
6. Able to maintain confidentiality as required and as appropriate.
7. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status.
8. Such alternatives to the above qualifications as the Board may find appropriate.

REPORTS TO: School Business Administrator/School Board Secretary or designee

JOB GOAL: To contribute to the efficient operation of the district by the prompt and accurate processing of purchase orders, accounting for purchases, and maintaining of inventories of equipment and other appropriate purchases.

PERFORMANCE RESPONSIBILITIES:

1. Work Performance

- a. Receives and processes purchase orders from school buildings and other departmental areas (i.e., Transportation, Buildings and Grounds, Central Office).
- b. Enters purchase orders into the budget and ensures that funds are available in the appropriate accounts.
- c. Makes appropriate transfers in cooperation with the School Business Administrator/School Board Secretary.
- d. Aligns purchase orders with GAAP accounts.

- e. Assists the School Business Administrator/School Board Secretary with budget preparation through relevant data entry.
- f. Generates reports as requested by the School Business Administrator/School Board Secretary in accordance with state and federal laws and district procedures.
- g. Supplies price comparisons/quotations as directed by the School Business Administrator/School Board Secretary.

2. Work Traits

- a. Maintains confidentiality as required and appropriate.
- b. Follows all guidelines as stated in the contractual agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.
- c. Demonstrates an openness to discuss suggestions.
- d. Demonstrates initiative, independence and decision making appropriate to the performance tasks of this position.
- e. Makes efficient use of time and resources available.
- f. Provides well-organized, accurate work.
- g. Demonstrates ability to prioritize tasks and to change priorities, as appropriate, to meet the needs of the job.

3. Professional Development

Participates in staff development opportunities in accordance with district guidelines and resources to enhance job-related skills and knowledge.

4. School/Community Relations

- a. Communicates effectively with vendors and school personnel as needed to expedite orders.
- b. Demonstrates a willingness to assist and work cooperatively with colleagues.
- c. Displays tact and courtesy when dealing with students, staff, residents and others in person and by telephone in the performance of this position.

5. Other

Performs such other tasks and assumes such other responsibilities as the School Business Administrator/School Board Secretary or designee may assign.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Holmdel Township Board of Education in accordance with the contractual agreement with the Holmdel Township Education Association.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Non-Certificated Personnel and the contractual agreement with the Holmdel Township Education Association.

SOURCE: Regular Board Meeting

DATE: September 8, 1994

REVISED: September 13, 1995

REVISED: March 10, 1999