

POSITION DESCRIPTION

Position Title: Purchasing Assistant	Number: 0064.FO	FTE: 1.0
Classification: Classified, non-exempt	Report To: Controller	Date: 07/26 Grade: 5

General Description and Purpose

Purchasing Assistant is responsible for entering and processing requisitions under the direction of the Controller. This position will also assist as a backup for other positions in the Business Office. The individual must have a high level of professionalism, strong communication skills, and have exceptional customer support skills to be able to work with staff on all purchasing procedures.

Primary Functions/Responsibilities

1. Prepare purchasing requisitions for departments including reviewing those purchasing requests.
2. Assist in preparing budgets by department then check for accuracy and monitor budgets throughout the year.
3. Assist in reconciling departmental accounts.
4. Do bank reconciliation for bank accounts.
5. Assist in helping monitor expenditures.
6. Assist in tracking scholarship.
7. Assist with monthly reports.
8. Assist with year-end closing and annual audit as requested.
9. Back up for other business office positions.

Coordination and Accountability Tasks

Perform other duties related to

Supervise the Following Staff

None

Required Knowledge, Skills, Abilities, and other Characteristics

1. The ability to collaborate effectively with others and contribute to a team environment.
2. Must possess a positive, pleasant, and helpful attitude at all times.
3. The ability to manage time, prioritize tasks, and meet deadlines.
4. Must have excellent office skills
 - a. data entry
 - b. filing
 - c. telephone
 - d. computer experience – Microsoft Office, Word, Excel and PowerPoint
 - e. computerized accounting systems
 - f. 10-key calculator

5. Must be able to maintain confidentiality and adhere to college policies.

Experience

Education

1. Associates degree required, and bachelor's degree preferred.

Certifications and/or Licensure

Work Conditions/Environment

Office setting.

Other

None

Acknowledgement of Receipt and Agreement

By signing below, I acknowledge that I have received and reviewed a copy of this position description. In addition, I agree to strive to effectively perform and comply with the job duties and responsibilities outlined in this description.

Employee Name (Printed)

Date

Employee Signature