

Aromas-San Juan Unified School District

**JOB TITLE: PURCHASING/ACCOUNTS PAYABLE and PAYROLL TECHNICIAN**

**DESCRIPTION OF BASIC RESPONSIBILITIES:**

Under general supervision, inspects and verifies invoices and purchase orders for payment, contacts vendors and district staff to resolve discrepancies. Determines availability of funds for Purchase Order items. Performs clerical and accounting work in the preparation, processing verification, and maintenance of payroll and related documents for District employees. Assists, as required, with other office responsibilities and clerical duties such as answering phones, typing, filing, and duplicating. All members of our staff are part of our learning community and, as such, share responsibility for the education and well-being of our students.

**SUPERVISOR:** Business Manager

**TYPICAL DUTIES:**

1. Examines purchase orders and invoices for accuracy of prices, transportation charges, terms, and materials or services ordered.
2. Assists sites with the remote processing of purchasing.
3. Reviews supporting records such as requisitions, packing slips, and freight bills.
4. Checks invoice extensions and computes totals, net amounts, discounts, and applicable taxes.
5. Processes documents for payment.
6. Reviews various direct payment documents for compliance with related contract, Education Code, and district procedures.
7. Ensures proper authorization by the Governing Board and verifies computations.
8. Ensures that payments are in accordance with contract terms, established policies, procedures, and regulations.
9. Researches discrepancies, contacts vendors, and reconciles vendor statements.
10. Maintains auditable fiscal records.
11. Batches materials and enters data in computer.
12. Initiates and manages blanket purchase orders.
13. Works with site staff in managing purchasing.
14. Reviews, verifies, and processes employee reimbursement requests for mileage, travel, and supplies.
15. Extracts data and compiles lists, schedules, and reports.
16. Organizes, prepares, and maintains payroll record information for all personnel.
17. Reviews, verifies, and codes time sheets.
18. Computes and verifies payroll and deductions and prepares input transmittal for data processing.

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19. Compiles and explains payroll policies, procedures and computations, including proper authorization by the Governing Board.
20. Reconciles monthly payroll reports.
21. Coordinates with Human Resources to maintain payroll and voluntary deduction files and records.
22. Processes notices of employment, salary rate, and authorizations to place new employees on payroll.
23. Processes payroll changes based on personnel actions such as amendments, increments, longevity, or terminations.
24. Coordinates with Human Resources to compute contract balances, retroactive salary payments, and workers' compensation claims.
25. Answers telephone calls and performs receptionist duties as necessary to serve the public and staff.
26. Provides regular or relief duties at other workstations.
27. Receives, sorts, and distributes mail.
28. Operates typewriter, calculator, copy machines, computer, and related equipment.
29. Performs other duties as assigned.

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

- modern office methods and procedures including proper telephone techniques and business report/correspondence writing;
- financial record keeping;
- basic purchasing techniques;
- general bookkeeping principles and procedures;
- accounting principles;
- California School accounting requirements;
- modern office equipment use.

**Ability to:**

- operate and care for office machines;
- pass a typing test at 45 words per minute (after correction);
- enter computer data using a variety of software systems;
- use discretion with confidential material;

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- learn appropriate rules, regulations, and technical procedures used for accounting records;
- enter computer data using a variety of software systems;
- establish and maintain a variety of record keeping systems and files;
- prepare financial and statistical reports related to payroll, leaves and employee benefits;
- identify and correct errors in mathematical computations and financial documents;
- work accurately under pressure;
- learn rules, regulations, and policies governing school employees related to compensation and leaves;
- understand and carry out verbal and written instructions;
- deal with the public effectively and tactfully;
- maintain positive relationships with staff, students, and community;
- establish and maintain effective work relationships with those contacted in the performance of required duties.

**EXPERIENCE:**

Three years of school district or related field clerical work, with at least one-year involvement in keeping and reviewing financial or statistical records.

**EDUCATION:**

High School diploma (or equivalent). Business school training desired. Bilingual preferred.

**MEDICAL CATEGORY I**

Light Physical Effort

1. Normally located in a work environment with light physical qualifications and requirements.
2. Ability to lift 25 lbs. maximum or carry any object weighing up to 15 lbs.