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| Position: Purchasing/Payroll Technician | Salary Grade: 19 |
| Department: Administrative Services | FLSA: Non-exempt |

Summary

Provides a variety of purchasing, contract administration, technical accounting, budget maintenance, payroll and support to include accounts payable, general insurance, and financial reports. Provides support to payroll, fixed assets, inventory, and records management. Coordinates the approval and distribution of requisitions and purchase orders for goods and services.

Essential Duties and Responsibilities

- Receives and reviews requisitions. Examines accounts codes and budget classifications for correctness and verifies budget availability and proper authority for requests.
- Prepares purchase orders for a variety of commodities, services, and equipment such as photocopiers, contracts for services, etc. Utilizes cash, terms or credit card as methods of purchasing goods and services. Maintains records of transactions and use of equipment and services.
- Expedites and follows up on orders outstanding, resolving discrepancies, disputes, issues around the quality and quantity of goods and services received. Arranges for returns and exchanges.
- Prepares formal bid packets for competitive bidding processes on services and merchandise. As part of this process, researches and prepares lists of vendors, advertising networks, assembles and mails packets, and coordinates supplemental materials as needed. Advertises bidding announcements in local newspapers.
- Prepares, from standing procedures and instructions, contract documents, purchase orders, and special documentation for bonds, insurance, etc. Ensures proper authorizations before distribution.
- Adjusts inventory by entering purchase orders, adjusting quantities, and allocating costs to other departments.
- Participates in year-end inventories by input and reconciling of recorded versus physical differences. Documents transactions in order to support annual audits.
- Maintains schedules of financial information such as unpaid taxes, open purchase orders, and project work-in-progress. . Submits reports and payments.
- Assists in establishing and maintaining computerized accounts and reports. Enters information into the computer affecting, expenditures and appropriations. Reconciles District financial records with County data runs and perform appropriate adjustments. Processes journal entries, inter-budget transfers and cancellations of budget transfers.

- Analyzes and audits financial data and documents to assure accuracy, completeness and compliance with District policies and procedures, and reconcile billings to the College. Maintains records of fixed assets. Maintains ledgers of purchase orders issued, filled and outstanding.
- Prepare, update, maintain and process District payrolls including computation and posting of employee hours, subtraction of appropriate deductions, and preparation of required reports for various departments and entities with accuracy.
- Assures payroll timelines are met. Assures proper procedures, policies, rules and regulations are applied to payroll activities. Checks payrolls for compliance with rules, regulations, policies, and procedures.
- Confers with data processing and accounting personnel at the County Office of Education regarding payroll retirement codes and requirements.
- Interprets and explains payroll policies, laws, regulations, and contractual requirements to staff and external reporting agencies.
- Verifies for accuracy information from various departments as it pertains to payroll.
- Ensures accuracy of information entered into the database to show load for part-time instructors. Use load report to calculate pay and accounts to be charged.
- Provide information to ~~hourly~~ HR and employees concerning time card inquiries, salaries, deductions and general payroll policies.
- Maintain records that include the calculation of total hours worked by hourly employees for the year.
- Prepare billing for employers of students workers for on and off campus.
- Provide guidance and training to the Accounting Technician I as needed.
- In an emergency, process and release accounts payable payments.
- Performs other duties as assigned that support the overall objective of the position and department.

Qualifications

- **Knowledge and Skills**

The position requires a complete working knowledge of payroll processes, procedures used in contracting for professional services, construction, and the purchasing of supplies and equipment. Requires a basic knowledge of the specification development process. Requires a working knowledge of inventory management, including economic reorder points, accounting and inventory. Requires a working knowledge of the budget process and the procedures for making line item transfers within the accounting system. Requires working knowledge of personal computers and Windows™-based office productivity software such as word processing and spreadsheets. Must be familiar with modern office methods, practices and equipment pertinent to purchasing and payroll. Requires sufficient math skill to perform a variety of math and accounting transactions. Requires sufficient reading and language skill to document transactions and prepare reports. Requires sufficient communication skills to convey technical information to other departments and vendors.

- **Abilities**

Requires the ability to perform all of the essential duties of the position effectively and efficiently with minimal supervision. Must be able to prepare highly technical bid documents from established formats and instructions. Must be able to plan and prioritize work to meet schedules and timelines. May require the ability to perform work assignments at all College locations.

- **Physical Abilities**

Requires sufficient ambulatory ability to move to various work locations. Requires manual hand-eye-arm coordination to use a personal computer keyboard and office equipment. Requires the ability to lift objects of medium weight (less than 40 pounds) on an occasional basis. Requires sufficient hearing and auditory ability to carry on conversations in one-on-one and small group settings and deliver in-service type training. Requires near visual acuity to read printed materials.

- **Education and Experience**

The position requires an Associate's degree in accounting, business, or related field and three years of experience in a business, financial management, or accounting capacity.

- **Licenses and Certificates**

May require a valid driver's license.

- **Working Conditions**

Work is performed indoors and on occasion, outdoors, where minimal safety considerations exist.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

Board approved: 6/17/2015