

HAZLETON AREA SCHOOL DISTRICT

Position Description

POSITION TITLE: Purchasing / Bidding Associate

DATE: March 27, 2025

REPORTS TO: Accounting Manager and
Office Manager (2nd Floor)

DEPARTMENT: Business Office

LOCATION: Administration Building

POSITION GOAL:

Provide accounting and clerical services to maintain district purchasing functions and prepare reports as needed.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Organize, process and maintain purchase order payment documentation and vendor remittance data. Maintain vendor list through submissions of the vendor information form given by district employees and verify that W-9 forms have been prepared for new vendors.
2. Process incoming invoices for payment in the General Fund.
3. Receive all requisitions for materials and supplies when required; verify budgetary account numbers and available appropriations. Communicates with departments where changes are necessary with submitted requisitions.
4. Review budgetary account to assure that account amount is within approved limits.
5. Prepare purchase requisitions and present to Business Manager for approval.
6. Convert purchase requisitions to purchase orders and present to the Business Manager for approval.
7. Work directly with all levels of school district personnel in requesting proper documentation for processing purchase orders.
8. Maintain purchase order files and keep vendor list up-to-date.
9. Prepare monthly and yearly reports as requested by supervisor.
10. Cross train to perform functions of Accounts Payable Associate.
11. Communicates with vendors and Secretaries on a daily basis on issues with invoices and statements.
12. Organize and process all bids required for the school district as directed by supervisor.
13. Process and maintain supply order documents to employees and prepare for bids.
14. Assign appropriation codes to each employee's supply requests.
15. Edit and prepare internal vendor bid catalogs.
16. Process orders as awarded.
17. Entering of purchase requisitions as needed for district bids.
18. Entering of purchase requisitions as needed for the Business Office.
19. Process Payment to the Accounts Payable Department for all bid invoices.
20. Regular attendance is an essential function of this position.
21. Maintain a procedures manual for this position, reviewing annually and submit any revisions to supervisor at time of evaluation.

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22. This position description does not express or imply that these are the only duties to be performed by the incumbent in this position. The employee will be required to perform any other position-related duties requested by the supervisor.

QUALIFICATIONS:

To successfully perform this position, a person must be able to perform each essential duty satisfactorily. The qualification requirements listed below represent minimum levels of educational achievement, training, skill and/or ability necessary.

1. High school diploma, additional school training or related experience preferred.
2. Strong knowledge of purchasing and bookkeeping procedures required.
3. Strong clerical skills, including organizational skills, with the ability to meet deadlines and maintain confidentiality.
4. Ability to communicate clearly and concisely, both orally and in writing.
5. Strong computer skills including word processing, spreadsheets and database.
6. Current Act 24 (82), Act 34, Act 114, Act 151, Act 168 clearances and pre-employment drug testing and physical with TB test required.
7. While performing this job, the employee is required to:
 - a. Use hands to finger, handle, or feel objects, tools or controls and talk or hear;
 - b. Sit and occasionally be required to stand, walk, stoop, kneel and crouch;
 - c. Have specific vision abilities to include close vision and the ability to adjust focus;
 - d. Subject to inside office environmental conditions with moderate noise level;
 - e. Have the ability to lift and/or move up to 25 pounds; and
 - f. Possess effective communication, judgment, mathematical, planning and human relations skills, and to meet deadlines with severe time constraints.

TERMS OF EMPLOYMENT:

1. 12 months per year; 8 hours per day.
2. Salary and benefits according to the negotiated agreement between the Board of School Directors and the Hazleton Area Education Support Personnel Association.

VERIFICATION:

The undersigned have read and concur with the information contained in this position description.

Position Holder _____ Date _____

Supervisor _____ Date _____

Approved: _____ Date _____

The Hazleton Area School District is an equal
opportunity employment, educational and service organization.