

PERSONNEL COMMISSION

CLASSIFICATION: PURCHASING ASSISTANT II

BASIC FUNCTION:

Under direct supervision, process and record purchase orders, requisitions and related accounts payable functions. Review and process purchase orders, requisitions and vendors' invoices.

DISTINGUISHING CHARACTERISTICS:

The Purchasing Assistant II classification is the more experienced position in the series. It requires a minimum of two years of experience in the processing of accounts payable functions, including review and processing of purchase orders, requisitions and vendors' invoices.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of general accounting duties in support of purchasing and related accounts payable functions; process, audit and verify accuracy of various purchasing and related documents.

Process accounts payable; receive, sort, file, and process purchase orders, requisitions and vendors' invoices including cost calculation and order information preparation.

Maintain contact with vendors to clarify invoices and purchase orders; follow-up and resolve issues and discrepancies with purchase orders, invoices, billing, pricing, order status and payments as needed.

Research and maintain administrative records and files related to transactions, invoices, purchase orders, expenditures, agreements, discrepancies and assigned activities.

Process and update accounts and related records including incoming and outgoing payments, review data, reports and documents to identify and resolve errors.

Input and update a variety of purchasing, receiving and accounting data in a computerized system; establish and maintain computerized lists, documents and reports, verify accuracy.

Receive and update records with warehouse regarding receiving issues as needed.

Any combination of
accounting data.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Dexterity of hands.

Steady walking.

Sitting for extended periods of time.

Reading and writing, using keyboard or other input devices.

Reaching overhead, above the head and horizontally.

Lift and/or move up to 25 pounds.

HAZARDS:

Working with machinery having moving parts.