

PLEASE POST

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PERSONNEL VACANCY NOTICE

GARY COMMUNITY SCHOOL CORPORATION

1988 Polk Street
Gary, IN 46407

M. Jones-Henderson, Executive Director
Human Resources Department

Dr. Peter Morikis, Emergency Manager

Job Title: Procurement Specialist - Accounting
Department: Business Services
Reports To: Supervisor of Accounting
FLSA Status: Non-Exempt
Job Status: Full-time, Classified
Funding Source: General Fund
Salary: \$37,440.00 - \$40,560.00 (Annually)

ESSENTIAL FUNCTIONS

The list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all the duties and responsibilities performed by this position.

- Create, and maintain the accuracy of, electronic and hard copy vendor files.
- Process account payable claims, vouchers, requisitions, and purchase orders accurately, completely, and in a timely manner.
- Process and issue payment in compliance with financial policies and procedures.
- Generate reports detailing accounts payable status
- Responds to inquiries from internal and external sources in a timely manner.
- Generates and distributes monthly payment registers and listing of cleared payments.
- Provides assistance to other departments within the school district.
- Maintains regular attendance and punctuality.
- Assists other personnel as may be required for the purpose of ensuring an efficient and effective working environment.

SUPERVISORY RESPONSIBILITIES

None.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- General office and clerical practices.

- Customer service methods and techniques.
- Computer software in common use in the district.
- Modern office procedures, methods, and equipment.
- Basic filing and recordkeeping principles.
- Proficient in Microsoft Office Suite
- Functions of Word, Excel, PowerPoint and Outlook.

Ability to:

- Review procurement invoices and match to outstanding Purchase Orders. Resolve discrepancies in a timely fashion.
- Scan, code, and enter all invoices
- Research and resolve billing issues with vendors/residents/communities in a timely fashion
- Process employee expense reports
- Process all Corporate related payables (vendors and employees), as assigned
- Weekly processing of checks/payments to vendors; review of invoice and check registers
- Establish and maintain effective working relationships with employees, students, parents, and the public.
- Handle multiple tasks simultaneously.
- Work without close supervision; perform satisfactorily under pressure and with frequent interruptions.
- Communicate effectively in writing and orally to sufficiently exchange or convey information and to receive work direction.
- Use interpersonal skills to interact with coworkers, supervisor, the general public, etc.

EDUCATION AND EXPERIENCE

High School Diploma, or G.E.D., and a minimum of three (3) years experience in accounting and general office settings.

CERTIFICATION

None.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Required Testing

- Drug Test

Certificates & Licenses

- Fingerprinting/Background

METHOD OF APPLICATION:

An on-line application, to include letter of interest and resume listing training, past job experiences and responsibilities should be submitted until filled to:

Gary Community School Corporation
Click on "Employment"
www.garycsc.k12.in.us
1988 Polk Street
Gary, IN 46407

EQUAL OPPORTUNITY EMPLOYER