



BOARD APPROVED  
09.07.2021  
YAZOO COUNTY SCHOOLS

**YAZOO COUNTY SCHOOL DISTRICT**  
**Purchasing Agent/Accounts Payable**  
**Assistant Chief Financial Officer**  
**JOB DESCRIPTION**

**POSITION TITLE:** Purchasing Agent/Accounts Payable  
Assistant Chief Financial Officer

**TITLE of SUPERVISOR:** Chief Financial Officer

**SALARY:** Salary is reflective of the Yazoo County School District Non-Certified Wage Scale.

**QUALIFICATIONS:**

- (1) Bachelor's Degree, Business or Accounting degree preferred;
- (2) Competent Math Skills;
- (3) Strong interpersonal and communication skills as well as the ability to maintain professionalism under pressure;
- (4) Expert project management and organizational skills;
- (5) Great organizational skills, accuracy, and attention to detail; and
- (6) Advanced computer skills and proficiency with financial management software; specifically the use of the Marathon Software Package.

**GENERAL DUTIES AND RESPONSIBILITIES:**

- (1) Verify purchase orders by comparing items requested to master list;
- (2) Clarifying unclear requisitioned items and recommending alternatives;
- (3) Track inventory and purchases;
- (4) Set-up pricing for third party vendors;
- (5) Maintain approved vendors list;
- (6) Prepare purchase orders by verifying specifications and price;
- (7) Obtaining recommendations from suppliers for substitute items;
- (8) Verify receipt of items by comparing items received to items ordered;
- (9) Resolves shipments in error with suppliers;
- (10) Authorize payment for purchases by forwarding receiving documentation;
- (11) Provide purchasing planning and control information by collecting, analyzing, and summarizing data and trends;
- (12) Verify, allocate, and post details of business transactions to the general ledger;

- (13) Summarize details in separate ledgers and transfer data to general ledger;
- (14) Reconcile and balance accounts;
- (15) Compile reports to show cash receipts and expenditures, accounts payable and receivable and other items pertinent to the operation of the business;
- (16) Opens, reviews, prepares, and forwards accounts payable invoices to appropriate individuals for the purpose of obtaining payment authorization;
- (17) Receives and prioritizes incoming mail and follows up as appropriate for the purpose of ensuring deadlines are met and costs are minimized;
- (18) Reviews and after ensuring items are received, processes accounts payable invoices for the purpose of paying invoices;
- (19) Researches vendor statements, which may include contacting vendors, for payments of reported outstanding balances for the purpose of accurate and complete invoice payment;
- (20) Researches discrepancies of financial information and/or documentation for the purpose of ensuring accuracy and to adhere to established procedures prior to processing;
- (21) After receiving appropriate approval, processes checks for the purpose of vendor payment;
- (22) Researches payment history and responds to vendor inquiries regarding payments for the purpose of providing accuracy, completeness, and transparency of payment processes and status;
- (23) Prepares bills and ensures receipt of payments for the purpose of invoicing outside parties;
- (24) Maintains W-9 files and processes IRS 1099's and related reports for the purpose of accurate and timely reporting;
- (25) Maintains or assists in maintaining master vendor files for the purpose of ensuring accurate vendor and payment information;
- (26) Prepares invoice/check reports for the purpose of receiving Board of Education approvals;
- (27) Coordinates and processes deposits, and tracks and reports on deposits for the purpose of accurate processing of deposits;
- (28) Investigate, research, compile data and prepare responses to inquiries from a variety of sources (e.g., district employees, vendors, auditors) for the purpose of analyzing issues, ensuring compliance with policies, procedures, regulations and laws, and monitoring business office processes;
- (29) Demonstrates punctuality and regular attendance for the purpose of ensuring consistency and continuity of business office services;
- (30) Participates in training, workshops, etc., as required for the purpose of conveying and/or gathering information required to perform job functions;
- (31) Compiles financial information related to work assignments and as requested for the purpose of providing required documentation and/or processing information;
- (32) Communicates with staff and outside parties regarding procedural requirements for the purpose of processing transactions.
- (33) Acts as a backup to other business office functions (Chief Financial Officer) for the purpose of efficient and effective functioning of the work unit;
- (34) Reconciles financial data for the purpose of maintaining accurate account balances and ensuring compliance with established accounting practices;
- (35) Sets up and maintains spreadsheets or other tools for the purpose of tracking expenditures and payments;
- (36) Maintains activity accounts for the purpose of maintaining accurate account balances and ensuring compliance with established accounting practices.
- (37) Provides coverage at reception desk per schedule or as needed for the purpose of ensuring appropriate response to the public;
- (38) Performs general and program specific clerical functions for the purpose of supporting departmental activities;

- (39) Performs other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit;
- (40) Maintaining confidentiality;
- (41) Communicating tactfully and courteously with diverse groups;
- (42) Effectively present information in one-to-one and group situations both face-to-face and on the telephone;
- (43) Work independently, staying focused on tasks, and assuming responsibility for assigned projects and duties;
- (44) Maintain accuracy of work products;
- (45) Adapting to changes in work priorities;
- (46) Work collaboratively as part of a team;
- (47) Follow established procedures for requesting and reporting absences from work; and
- (48) Other specifics as defined by the Chief Financial Officer of the District.

**REVISED AND UPDATED ON SEPTEMBER 7, 2021**