

Position: Purchasing Technician

Position Number:

- Perform accounting assistant-level work as assigned on an ad hoc basis for back-up, and to alleviate workload problems.
- Perform other job related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Methods, procedures, and terminology used in assigned purchasing and accounting duties.
- Financial and statistical record-keeping techniques.
- Accounting practices and procedures.
- Modern office procedures and practices, including filing systems, reception and telephone techniques, and letters and report writing techniques
- Computer application software that includes word processing, database and spreadsheets, and personal communication data devices.
- Standard office practices, including filing systems, reception and telephone techniques and etiquette, and letters and report writing techniques.
- Basic arithmetic functions.
- Business English usage, spelling, grammar, and punctuation.

Skills and Abilities to:

- Perform accounting procedures of intermediate difficulty in the maintenance of assigned accounts with accuracy.
- Prepare and maintain accurate financial and statistical records.
- Verify, balance, and adjust accounts.
- Process and record purchasing and accounting transactions accurately. Abilit

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