BUSINESS & PURCHASING ANALYST

(School District) is seeking applications for a Business & Purchasing Analyst in the district’s Business Office, reporting to the Director of Business & Finance. Job responsibilities for this position include, but may not be limited to, the following assignments:

Purchasing Functions:

Maintain an updated supplier database.

Provide assistance to building secretaries in preparing requisitions, as needed.

Approve purchase orders that conform to district policies and procedures.

Review invoices for authenticity and reasonableness. Match purchase orders with invoices, verify basic order information, and confirm receipt of material/services with requesting activity.

Resolve billing discrepancies and support district-supplier issue resolution, as needed.

Enter vendor invoices against open purchase orders. Process/prepare all Accounts Payable (A/P) checks.

Maintain records and a filing system for all A/P transactions, including 1) proper recording in the financial management system and 2) a file of all general checks issued by supplier and by fiscal year, with all appropriate back-up and check detail.

Prepare A/P disbursement information for the Board Finance Committee review.

Accounting & Financial Management Functions

Perform checking account reconciliations.

Review and classify expense reports for staff and Board members.

Maintain cash receipt records for Board Treasurer's approval, and ensure proper cash handling and timely cash deposits.

Perform periodic audits of the district's activity accounts.

Prepare district invoices (e.g. field trips, etc.) and maintain district Accounts Receivable (A/R) activity.

Input approved budget amounts by account.

Assist with all grants accounting activity.

Assist with Food Service accounting activity.

Sort and classify monthly billing for substitute teachers.

Compile and distribute monthly telephone line activity, and process monthly phone billings.

Ancillary Duties

Assist Controller and Payroll Supervisor, as requested.

Cross training in payroll functions to ensure seamless operation in the Business Office.

Assist with benefits administration, as required.

Assist in developing cash flow and expenditure projections.

Prepare cost analysis of district operating expenditures

Provide requested information for the annual financial audit.

Order supplies for Central Office activities.

Candidate Requirements

Applicants for this position must have a B.S. or B.A. degree in business or accounting, with at least three (3) years experience in Business Office operations, specifically accounting and purchasing.

A working knowledge of Michigan school financial guidelines and practices is essential, particularly in the areas of accounting, purchasing, auditing and internal control, and Department of Education reporting. Background in payroll and benefits administration is also highly desirable.

Applicants should have demonstrated proficiency in Microsoft Office (Word, Excel and Powerpoint). Knowledge of Sungard Pentamation financial management software is preferred.

Ability to support ancillary department functions, such as payroll, benefits administration, cash management, and general ledger maintenance.

Demonstrated verbal and written communication skills to work effectively with other department and staff members.

The successful applicant shall be appointed by the Board of Education upon recommendation of the Director of Business & Finance. Terms of employment are in accordance with the Master Agreement covering this position and/or as established by the Board of Education.

Resumes and applications available in the Superintendent’s Office by (Date) at (time) will be considered. Resumes should be mailed to the attention of: