

Rocklin Unified School District

2615 Sierra Meadows Drive, Rocklin, CA 95677
(916) 624-2428 / www.rocklin.k12.ca.us



Job Description

POSITION TITLE: Business Services Technician II – Purchasing

SALARY PLACEMENT: Confidential Employee Salary Schedule

SUMMARY:

Under the supervision of the Fiscal Operations Manager, the Business Services Technician II - Purchasing is responsible for performing and providing direction in a variety of accounting and budgeting applications including reviewing and processing purchase requisitions; compiling and maintaining data; preparing, maintaining, and processing financial records, journals and reports, in accord with Board Policy, Administrative Regulation, and State Accounting Manual parameters. Performs a variety of support services and coordination of District purchasing and contract functions.

SUPERVISOR:

This position reports directly to the Fiscal Operations Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential duties and responsibilities for this position include, but are not limited to, the following:

1. Create and prepare spreadsheets to assist with financial analysis.
2. Analyze a variety of processes (e.g., bids, feasibility studies, etc.).
3. Assist in developing bid specifications and conferring with staff and administration regarding product needs for the purpose of securing the best product for the best price.
4. Conduct inquiries (e.g., vendors, other school districts, County Office of Education, etc.) to develop best sources of supply, equipment, and services.
5. Confer with a variety of vendors for the purpose of identifying product availability, costs, quality, bid quotation, delivery dates, and product/delivery problems.
6. Compile bid documents including assisting in development of bid specifications.
7. Coordinate a variety of activities (maintenance contracts, sale of surplus and obsolete equipment and supplies, year-end closing, etc.).
8. Monitor purchasing functions (e.g., purchase orders, contracts, bids and budgetary expenditures, deliveries, etc.) for the purpose of ensuring compliance with established purchasing procedures.
9. Reconcile and verify complex accounting and statistical records.
10. Receive, prepare, and process vendor requisitions and change orders in accord with District policy and contracts.
11. Process documents and materials (e.g., purchase orders, quotes, etc.).
12. Prepare written materials (e.g., letters, memoranda, reports, drafts, and documents related to bidding and purchasing supplies, statistical reports, etc.).
13. Verify receipt of service and/or product in accord with purchase contract.
14. Provide training and support to District staff on financial software systems, purchasing and fixed asset inventory procedures, and proper account coding and other assigned functions.
15. Develop or assist in the development of improved purchasing, fixed asset management, procedures and reporting systems.
16. Maintain district-wide computerized fixed asset inventory system.
17. Respond to inquiries from various internal and external sources for the purpose of providing information, direction and/or appropriate referrals.
18. Participate in meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform functions.
19. Prepare, organize, and reconcile accounting, budget records, and reports.

20. Prepare and process State and Federal reports as required.
21. Maintain filing and record systems, including updating vendor records.
22. Assist other business office staff.
23. Other duties as assigned.

KNOWLEDGE OF:

- Purchasing policies, practices, and terminology
- Office management principles, methods, and procedures
- Relevant State and Federal laws, regulations, and procedures
- Accounting and computer terminology
- Computer applications, particularly electronic spreadsheet and database

ABILITY TO:

- Effectively utilize standard computer applications and business office equipment
- Display knowledge and understanding of accounting and auditing standards
- Plan and establish priorities and simultaneously perform a variety of complex accounting and budgeting activities
- Communicate effectively with a diverse base of individuals
- Work efficiently under stringent time deadlines
- Prepare and present clear and concise reports
- Learn the Standardized Account Code Structure (SACS) of the District
- Understand and carry out required work assignments without immediate supervision
- Understand and carry out oral and written directions
- Perform double entry bookkeeping and accounting
- Perform complex arithmetical calculations with speed and accuracy
- Establish and maintain cooperative working relationships and communicate effectively with those contacted in the performance of required duties

EDUCATION:

Combination of education and training equivalent to two years of college with focus in accounting, record keeping, and computer application principles and practices.

EXPERIENCE:

Three years of increasingly responsible technical accounting experience.

CERTIFICATES, LICENSE, REGISTRATIONS:

Valid California Driver's License

REQUIRED TESTING:

Must pass appropriate skills test for this position with a grade of 80 percent or better.

PHYSICAL REQUIREMENTS:

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands, and reach with hands and arms. Specific vision abilities required by this job include close vision and ability to adjust focus.

Medical Category I:

1. Position requires normal physical strength and endurance for standing, sitting, bending, or walking.
2. Work assignments are normally located in a work environment with light physical work and requires light physical effort.
3. Lifting 25 pounds maximum or carrying any object weighing over 15 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee frequently works in indoor environmental conditions. The employee occasionally uses personal vehicle for work-related travel. The noise level in the work environment is usually moderate.

Adopted: August 4, 2021

Revised: May 15, 2024

The Rocklin Unified School District is committed to equal opportunity for all individuals. District programs, activities and services shall be free from unlawful discrimination, harassment, intimidation, and/or bullying based on actual or perceived characteristics of race, color, ancestry, nationality, immigration status, age, ethnicity, religion, marital status, medical information, mental or physical disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics. For inquiries/complaints, contact our Associate Superintendent of Secondary Education and Educational Services or Director of Personnel Services at (916) 624-2428 or by email at titleixcoordinator@rocklinusd.org.

The Rocklin Unified School District maintains a tobacco-free, drug-free environment.