JOB TITLE: Budget and Purchasing Assistant

REPORTS TO: Budget Director

BASIC FUNCTION: The incumbent will directly assist the Budget Director with a wide range of projects related to purchasing, expense reporting, and account reconciliation.

QUALIFICATIONS: High School diploma with an interest and aptitude to work in Accounting, or non-profit management/administrative fields. Possess good organizational skills and able to communicate effectively. Proficient in the use of the Microsoft Office Package, including Word, Excel, and Outlook. The ability to successfully complete a criminal background check.

GENERAL RESPONSIBILITIES:
- Performs data entry. Associate completed budget adjustments to backup documentation for scanning. Assist with review of general ledger security parameter settings. Establishes and maintains files and record keeping system. Creates ad hoc reports as requested using informer.
- Prepare monthly departmental chargebacks sent to accounting department. Associate accounting codes to purchasing transactions as necessary.
- Organizes and reviews mail.
- Performs requisition review, data entry, follow-up and distribution of requisitions processed through the Purchasing Department.
- Contacts budget officers, vendors, departments, etc. for resolution of problems, such as overdue or non-deliveries, reconciliation of purchase orders etc.
- Performs receptionist duties such as greeting salesman, answering inquiries regarding purchase requisitions and purchase orders, respond to telephone calls, open and sort all mail, process all documentation, data entry and review and reconciliation.
- Establishes and maintains files and record keeping system. Perform purchasing card associations for the department purchases.
- Places orders with vendors.
- Other duties as assigned.

SCHEDULE: Generally, the hours for this non-exempt position are Monday through Friday, 8:30am – 5pm, but the incumbent must be flexible to meet the department’s needs.

OCCUPATIONAL GROUP: Clerical

SUPERVISION RECEIVED: Direct supervision is from the Budget Director.

SUPERVISION EXERCISED: May supervise student workers.

PHYSICAL REQUIREMENTS: Physical strength/endurance to enable him/her to perform/participate in the following activities:
- Physically able to lift various materials up to 25 pounds on an occasional basis.
- While performing required job tasks, physically able to bend, crouch and reach continuously.
- While performing required job tasks, physically able to remain seated, frequently to continuously.
- While performing required job tasks, physically able to remain standing up to 15% of the time.
- Possesses dexterity abilities required to operate a computer and other office equipment to perform related job responsibilities.
EXPECTATIONS: The incumbent is expected to have or possess:

- Ability to handle highly confidential material, understanding that all University information should only be disclosed to others who have a need to know, for legitimate business reasons. Have the ability to exercise and apply sound judgment and decision making skills as well as the ability to maintain integrity and confidentiality of data.
- Proficiency in data management including electronic as well as paper documentation and files. Ability to coordinate detailed and accurate information in a customer oriented and time sensitive environment. Follow general directions and standard procedures.
- Ability to balance priorities to accomplish assigned tasks within the required time frame and to be able to shift quickly between several tasks without loss of continuity.
- Proficiency in the use of general office equipment and software. Has advanced knowledge of Microsoft Office software. (Specifically, Excel and Outlook). Knowledge of or ability to learn Datatel Colleague Purchasing Model and Paymentnet.
- Able to effectively evaluate and process forms; verify data for accuracy, completeness and compliance within established procedures; enter data into computer system, monitor, calculate and submit time sheets, maintain confidential files and data; identify problems and propose feasible solutions.
- Initiate and answer telephone calls; screen and direct calls; greet visitors and direct to appropriate personnel; route and distribute incoming mail and other materials; prepare outgoing mail and packages.
- Ability to accept supervision, assignments, change and correction.
- Able to effectively communicate general information to University constituency, however, some situations may require the ability to relay complex or adverse information with tact and diplomacy.
- Proven effectiveness in dealing with a wide range of professionals, staff, and administrators.
- Maintain professionalism when dealing with all staff and other customers while fostering positive working relationships.
- Accept and render constructive criticism in a professional manner.
- Adhere to the governing documents, policies and procedures established by St. Bonaventure University.

I have read and understand my job description and acknowledge that management reserves the right to change or reassign job duties or combine positions at any time.

Employee (Print Name): ____________________________ Date: ____________

Employee (Signature): ____________________________ Date: ____________