

- b. Mails or faxes purchase orders and distributes copies to appropriate site
 - c. Receives central office orders, verifies accuracy of order, and distributes
 - d. Follows up on back orders or any price/item discrepancy
 - e. Prepares bills for approval by the Business Administrator
 - f. Assists in the preparation of accounts payable checks
 - g. Assists in the verification of proper payments
 - h. Prepares checks for mailing and mails same
 - i. Teacher workshop registrations and mileage
 - j. Field trip purchase orders
 - k. Course Reimbursements for teachers
2. Other General Duties - Business Office Related
- a. Types, copies and files as required by the Business Administrator and/or Assistant Business Administrator
 - b. Distributes business office mail
 - b. Screens and takes telephone messages for the Business Administrator and/or Assistant Business Administrator
 - d. Fills weekly supply order and orders as needed
 - e. Other items as necessary and as directed by the Business Administrator/Board Secretary

TERMS OF

EMPLOYMENT : Twelve month continued employment

EVALUATION: Performance of this job will be evaluated in accordance with state law and the provisions of the board's policy and completed by the Business Administrator.

Revised: Dec. 17, 2019

Employee Signature