



PHILADELPHIA PUBLIC SCHOOL DISTRICT

Job Description



TITLE: Receptionist
Purchasing/Fixed Asset Clerk

Board Approved: <date>, 2015

EDUCATION QUALIFICATIONS AND PREREQUISITES

1. High school diploma or equivalent
2. Prior experience as a receptionist, purchasing clerk, or fixed asset clerk preferred
3. Operate a multi-line telephone system, computer, and other standard office equipment
4. Handle a high volume of telephone calls with courtesy, speed, and accuracy
5. Typing and computer skills
6. Strong written and verbal communication skills
7. Strong organizational skills
8. Ability to multitask
9. Poised, diplomatic and congenial manner
10. Well-groomed appearance
11. Ability to understand and carry out directions independently
12. Such other qualifications as may be set by the Board of Trustees

SUPERVISES

N/A

REPORTS TO

Superintendent for all matters pertaining to presenting a professional and welcoming environment for the school district

Business Manager for all matters pertaining to the Purchasing/Fixed Asset Clerk job

JOB GOAL

Receptionist: To create and maintain a professional and efficient method for managing visitors, telephone calls, and messages

Fixed Asset Clerk: To maintain an accurate fixed assets inventory

To support the *Mission and Beliefs* of the District when carrying out duties and responsibilities as assigned

TYPICAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT NOT LIMITED TO:

RECEPTIONIST

1. Manage the lobby area
2. Greet visitors, handle incoming calls, and perform general administrative duties
3. Assist other administrative staff with overflow work, including word processing, data entry, and internet research tasks when necessary
4. Place, receive, and route calls
5. Take messages when needed
6. Provide information to callers, relay messages, and announce visitors
7. Perform basic clerical tasks, such as systematically arranging letters, memoranda, invoices, and other indexed documents according to an established system
8. Sort and route incoming materials and mail

9. Receive, count, deposit receipts and issue all money that comes into the Central Office
10. Perform other duties as assigned

PURCHASING CLERK

1. Maintain a knowledge of various vendors and the products each offers
2. Enter appropriate required vendor information into the computer system so that orders may be placed quickly and accurately
3. Work closely with staff in each school to ensure that the required procedures are being followed in the purchase of material, supplies and services
4. Check each requisition to ensure that requisitions are coded correctly, and that appropriate signatures are included on the requisition
5. Have a thorough and extensive understanding of purchasing laws and consequences of violations.
6. Data entry processing of all requisitions
7. Set up and maintain W-9 file
8. Data entry processing of all district invoices
9. Receive and file district copy of purchase orders
10. Verify receipt of commodities and/or services ordered
11. Work with requisitioning parties in solving problems concerning their orders
12. Perform other duties as assigned

FIXED ASSET CLERK

1. Maintain the master fixed assets inventory
2. Maintain property and equipment records by posting additions and deletions into financial software package
3. Periodically audit and verify inventory records and equipment in-district
4. Work with asset managers at schools to make sure all equipment is accounted for
5. Perform other duties as assigned

TERMS OF EMPLOYMENT

235 days annually, with salary as approved by the Board of Trustees

EVALUATION

Performance of this position will be evaluated annually in accordance with the evaluation procedure for classified employees of the Philadelphia Public School District.