

**BUSINESS OFFICE PERSONNEL**  
**PURCHASING / CENTRAL PRINTING POSITION**

QUALIFICATIONS

1. Exhibits expertise regarding computers/office equipment.
2. Exhibits a pleasing personality.
3. Detail oriented and able to work with deadlines.
4. Must be able to lift at least fifty pounds.

SUPERVISORY RESPONSIBILITIES

1. Position is supervised by the business manager.

RESPONSIBILITIES

1. Maintain confidentiality of information regarding the school.
2. Handle telephone and written correspondence.
3. Operate and maintain office machines and computers.
4. Is familiar with rules, regulations, and policies of the school.
5. Establish good rapport with administrators, staff, and the public.
6. Maintains a filing system and keeps office files current.
7. Operation of a Windows based accounting system.
8. Process requisitions and prepare purchase orders.
9. Check-in freight daily and route to proper destination.
10. Process invoices and prepare them for payment.
11. Sort and distribute mail for the business office.
12. Process outgoing mail for all Central Administration offices.
13. Manage central supply.
14. Fill supply requisitions and route to proper location.
15. Supervise central printing and perform printing duties.
16. Other duties as assigned.