

PURCHASING CLERK

DISTINGUISHING FEATURES OF THIS CLASS: The incumbent in this class independently performs billing and payment work in maintaining financial accounts and records and/or assists in performing more difficult and responsible phases and records. The work is primarily of a routine nature and involves the application of clerical account record keeping practices in maintaining and reviewing financial accounts and records. Purchasing Clerks usually work under general supervision of standard assignments in accordance with standard procedures established by the City Purchasing Department. Supervisors are available for consultation on complex problems and provide instructions on all new or difficult assignments.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Enters billing information into computer database in regard to vouchers and purchase orders;
- Receives remittances by mail or in person, verifies amount, computes interest and penalties and enters into computer database;
- Assists in maintaining labor, material and operational cost records;
- Assists in verifying and reconciling account balances according to prescribed procedure;
- Reviews and checks routine account-keeping records and reports for mathematical and clerical accuracy, completeness and proper extension;
- Classifies constantly recurring receipts and expenditures and distributes costs according to a prescribed code;
- Compiles data for and helps in the preparation of simple financial and statistical reports;
- Sorts, indexes and files requisitions, vouchers, ledger cards and other material;
- Coordinates purchasing, billing and payment processes with the City Purchasing Department and Comptroller's Office;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of modern methods of maintaining and reviewing financial accounts and records, including computer database and spreadsheet functions;
- Working knowledge of personal computers;
- Working knowledge of office terminology, procedures and equipment;
- Working knowledge of business English;

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- Ability to understand and follow oral and written instructions;
- Ability to make arithmetic computations rapidly and accurately;
- Ability to write legibly;
- Ability to get along well with others;
- Clerical aptitude;
- Mental alertness;
- Neatness;
- Accuracy;
- Integrity;
- Tact and courtesy;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree in business administration or accounting; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma and two (2) years of full time paid clerical experience which shall have included billing, payment, financial accounts, record keeping or data entry work; **OR**
- C. Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Revised: 2/25/04