

IT Technical Job Classification

IT Job Title: Account Specialist

State Job Title:

Classification: T270

Pay Grade:

Job Summary

Under general supervision, this position is responsible for all requisitions and purchase orders and updates databases files on requisitions and purchase orders. May be required to produces reports on encumbered and purchased items for the department. May be responsible for updating the department inventory of furniture and equipment. Handles other Clerical tasks as assigned. Manages any cash received and makes certain it is deposited with the cashier's office.

Essential Duties:

- Receives requisitions for purchased items from department managers.
- Completes the requisition and submits it to purchasing.
- Maintains logs of each purchase and encumbers the amount against the departmental budget.
- Resolves the monthly budget reports from the Controller's office with the departmental budget.
- Tracks Requisitions and the status of purchase orders.
- Resolves problems with items in the purchase process.
- Receives invoices and resolves these against purchase orders before payment.
- Manages and monitors budgets and special accounts for the department.
- Keeps the Office Manager informed of any purchase or possible budget problems.
- Submits reports to the CIO/ Director, Office Manager or Administrative Assistant
- Responds to the request of the department staff for correspondence and information as required.
- Performs other clerical duties as required.

Education

Business degree at the Associate or Bachelor's level is required

Experience

Six months experience in data entry and process experience in record keeping is desirable. . The ability to coordinate programs, work independently and utilize Computer office products such a Microsoft's Word, Excel, Power Point and Access are a must. Good interpersonal skills are required.

Leadership.

May be required to direct or coordinate the work activities of Student Assistants.