

TRENTON BOARD OF EDUCATION

JOB DESCRIPTION

**BUSINESS SERVICES COORDINATOR**

**QUALIFICATIONS:**

1. Bachelor's Degree in Business.
2. Must have the minimum of five (5) years of experience in New Jersey Public School District in Purchasing, required.
3. Must have knowledge of computerized accounting programs, spreadsheet software, internet, e-mail, Title 18A, GAAP and excellent communication skills to interface with vendors and staff.
4. Registered Public Purchasing Official, required.

**REPORTS TO:**

Business Administrator

**JOB GOAL**

Responsible for supervising the department of purchasing, including all phases from requisition processing to bidding.

**SUPERVISES:**

Appropriate personnel as determined

**Duties :**

1. Directs the workflow of the Purchasing staff and Warehouse staff in order to meet the needs of the district.
2. Assists with the interviewing and hiring of employees and evaluation of employees.
3. Maintain internal controls for the separation of duties.
4. Directs staff in encumbering by the proper use and entering of requisitions.
5. Supervises delegates and evaluates the performance of employees within the Purchasing & Warehouse Departments.
6. Coordinates the flow of paperwork to meet various deadlines.
7. Responsible for coordinating, processing of requisitions to support the orderly preparation of purchase orders to support the proper and efficient processing under Whole School Reform.
8. Reviews all request (requisitions) for accuracy, including, but not limited to vendor, GAAP codes, sufficient funding, timeliness and items ordered.
9. Responsible for the preparation of bids (competitive and financial), documentation, advertising, opening and review of all bid specifications and maintain bidding records.
10. Maintains and monitors vendor records, reviews State Contract Vendors for accuracy, appropriate State items, time periods and charges to accurately reflect on purchase orders.
11. Reviews all requisitions for compliance with Federal, State (Title 18A), and Board Policy and other regulations.
12. Works closely with the Business Administrator to monitor special orders, account balances, and work flow.

13. Communicate directly with administrators on the status of orders.
14. Assists the Business Administrators with the end-of-year and new fiscal year purchasing procedures.
15. Maintains a workflow that supports the needs of the Trenton School District.
16. Acts as a liaison between the Legal Department on vendor contracts.

**TERM OF**

**EMPLOYMENT:**

Twelve (12) month position.

**BARGAINING UNIT:**

Trenton Administrators & Supervisors Association-TASA

**SALARY:**

As per TASA agreement (Coordinator B Guide)

**STATUS:**

Salaried X Exempt   

Non-Exempt X Exempt       

**EVALUATION:**

Performance of this position will be evaluated annually in accordance with provisions of the Board's policies and procedures on evaluation of Administrative Personnel.

**BOARD APPROVAL:** 5/26/15

Board Approved  
October 26, 2015