



**Accounting:**

5. Prepare, process, and track all purchase orders and payment authorizations.
6. Perform routine bookkeeping tasks, including simple arithmetic operations, to maintain department budget records.
7. Monitor and process personnel time records including leave requests and reports; compile and submit to central office.

**Other:**

8. Input all information on purchases of supplies and equipment in the computer.
9. Order office supplies for the department.
10. Maintain a schedule of appointments for the Chief Technology Officer and other department members.
11. Receive, sort, and distribute mail and other documents to department staff.
12. Other duties as assigned.

**Supervisory Responsibilities:**

None

**Equipment Used:**

Computer, printer, copier, and calculator, fax machine, telephone.

**Working Conditions:****Mental Demands/Physical Demands/Environmental Factors:**

Repetitive hand motions; prolonged use of computer

*NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.*