



Wilkes-Barre Area Career & Technical Center
P.O. Box 1699
Wilkes-Barre, PA 18705-0699
(570) 822-4131 Fax (570) 823-4304
www.wbactc.org

*Megan Tennesen Chair
Board of Education*

*Dr. Robert Makaravage
Acting Administrative Director*

*Frank Majikes
Principal*

Purchasing Clerk

Reports To: Assistant Business Manager

Employment Status: Full-Time (260)

Location: Wilkes Barre Career and Technical Center

Bargaining Unit: Support Staff Union (non-exempt)

Job Summary

Purchasing Clerk provides clerical and administrative support to the Business Office. This position supports the efficient operation of the office by performing a variety of tasks related to purchasing, recordkeeping, communication, and office coordination.

Essential Duties and Responsibilities

- Provide general administrative support to the Business Office, including filing, scanning, and maintaining organized financial records.
- Perform all procurement in regards to purchasing, including requisition entry and maintenance, purchase order matching, and communication with vendors under the direction of the Assistant Business Manager.
- Perform basic bookkeeping and data entry tasks in regards to student activity funds and cafeteria excel checkbook
- Assisting the Business Office as a cafeteria liaison.
- Answer and route incoming phone calls and respond to inquiries professionally.
- Deliver interoffice and external communications as directed.
- Maintain strict confidentiality regarding all student and employee records, complying with all privacy laws and regulations including FERPA where applicable.
- Provide support for other business office functions during peak periods or staff absences.
- Perform other duties as assigned by the Assistant Business Manager or designee.

The Wilkes-Barre Area Career & Technical Center does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. For information on services, activities, and/or accessibility, contact: Dr. Anthony Guariglia, Support Programs Coordinator Title IX and Section 504 Coordinator, (570) 822-4131, Wilkes-Barre Area Career and Technical Center, 350 Jumper Road, Wilkes-Barre, PA 18705-0699.

Equal Opportunity Education Institution

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Required Qualifications

- High school diploma or equivalent.
- Strong organizational and time management skills.
- Basic knowledge of office procedures and accounting principles.
- Proficiency in Microsoft Office Suite, including Excel, Word, and Outlook.
- Excellent written and verbal communication skills.
- Clearances required: Act 151, Act 34, Act 114

Preferred Qualifications

- Experience in a business office or school setting.
- Familiarity with Pennsylvania Chart of Accounts or financial management systems such as Skyward.

Physical Requirements

- Ability to sit, stand, and walk for extended periods.
- Manual dexterity to operate a computer and standard office equipment.
- Ability to lift up to 25 pounds occasionally.

**Forward letter of intent, application, and clearances to: Jennifer Haas, Human Resource Manager,
Jhaas@wbactc.org Deadline for submittal is July 15, 2026.
Salary and Benefits as per contractual agreement**

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