

## **Account Clerk (Purchasing), Full Time**

**POSITION:** Account Clerk (Purchasing), Full Time

**LOCATION:** SCOPE Administration Office  
100 Lawrence Avenue  
Smithtown, NY

**START DATE:** On or about February 24, 2020

**JOB DUTIES:** Major duties include the following:

- Purchases program food and supplies; conducts product research to ensure high quality at best price; guarantees accuracy and timeliness of orders
- Analyzes program expenditures to ensure compliance with budget prior to processing orders
- Creates program menus to ensure compliance with USDA and State Nutritionist approved items

**QUALIFICATIONS:**

- High School Diploma or its equivalent
- Proficient with Microsoft Office business software with emphasis on Microsoft Excel
- Attention to detail; general math skills
- Strong verbal and written communication skills

**SALARY:** \$40,325.00 annually with benefits.

**PLEASE SUBMIT COVER LETTER AND RESUME BY January 31, 2020 to:**

Office of Human Resources  
SCOPE Education Services  
100 Lawrence Avenue  
Smithtown, NY 11787  
or [hr@scopeonline.us](mailto:hr@scopeonline.us)

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SCOPE is an equal opportunity employer.