

PURCHASING COORDINATOR

Department: Finance
Reports to: Finance Director
Hiring Pay: \$22.69 - \$24.11
FLSA Status: Exempt

JOB SUMMARY

Under the supervision of the Finance Director performs a variety of accounting and fiscal policy compliance tasks. The primary role of this position is providing compliance review and processing for procurement activities across multiple departments, maintaining ethical purchasing practices and assisting with procuring best value for the City. This position is the central processor and retention point of procurement that requires competitive bidding and works closely with all Departments to ensure compliance with legal requirements. This position is part of a small inter-dependent team of which primary activities include analyzing expenditures for budget, processing vendor payments, assisting with various procurement methods, reconciling functions, assisting with documentation for grants, organizing capital improvement project data and fixed asset tracking through the procurement process.

QUALIFICATIONS

Education and Experience:

- Must be a citizen of the United States or eligible to work in the United States.
- Must have a valid class C driver's license issued by the State of Texas.
- Must have a bachelor's degree in Accounting, Finance, Business Administration, Public Administration, or closely related field.
- Minimum of two (2) years of relevant accounting experience. It is preferred that work experience be in municipal government.

Knowledge, Skills, and Abilities:

- Accounting practices related to governmental finance and laws applicable to purchasing.
- High attention to detail.
- Effective time management and ability to prioritize tasks based on deadlines.
- Self-motivated with the ability to work with minimal supervision.
- Demonstrated ability for computer proficiency and programs including Microsoft Excel worksheets and formulas.
- Strong interpersonal skills and ability to work well with other members of the team.
- Ability to understand and prepare written, graphic, and oral instructions, reports, and professional correspondence.
- Ability to compile and interpret numerical data and make sound recommendations.
- Ability to read, interpret, and explain applicable policies and procedures.
- Strong organization skills.

ESSENTIAL JOB FUNCTIONS

Duties include but are not limited to the following:

- Reviewing vendor payment requests for policy and procedure compliance; analyzing accounting codes and making recommendations when needed.
- Resolving questions regarding invoices, purchase orders, and checks, including contacting City employees and/or vendors to rectify discrepancies.
- Processing accounts payable for the City of Athens and Athens Economic Development Corporation and ensuring retention of important documentation.
- Reviewing purchase orders for compliance, setting up new requests, releasing encumbrances and communicating statuses of open items.
- Updating vendor files and maintaining documentation for City records.
- Reviewing and processing monthly City credit and fuel card payment requests.
- Assisting in the Request for Proposal/Quote/Qualifications processes including but not limited to maintaining prospective vendor listings, reviewing management requests for compliance, preparing bid tabulations, checking references, assisting with bid openings, and working with management to complete procurement process.
- Reviewing vendor agreements and contracts for compliance with City policy.
- Assisting in tracking capital project expenditures and reviewing for budget compliance.
- Organizing fixed asset data received through the purchasing process and updating accounting system.
- Assisting with various reconciliations including cash, general ledger accounts and asset records as needed.
- Generating reports for staff to communicate budget and purchasing information.
- Other assigned duties as needed.

PHYSICAL REQUIREMENTS

This position must be able to work indoors in an office environment. Physical requirements include the ability to lift/carry up to twenty-five pounds occasionally, visual acuity, speech and hearing, hand and eye coordination, and manual dexterity necessary to operate a computer and office equipment. Subject to sitting, client/customer contact, standing, walking, vision to monitor, repetitive motion including stooping/kneeling, squatting, bending, and reaching to perform essential functions. Requires manual and finger dexterity to write, use a pointing device and keyboard at an advanced rate, operate computer, and to operate other standardized office equipment, constantly requiring repetitive motions.

WORK ENVIRONMENT

Indoor, climate-controlled environment in assigned facility; exposure to computer screens; elevated levels of public interaction. Minimum travel may be required.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described.

Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were written out in this job description.