

WASHINGTON COUNTY

Job Description

JOB TITLE: Purchasing Coordinator/Buyer/AP Admin Asst.

Exempt (Y/N): No

DEPARTMENT: Purchasing

DATE PREPARED: November, 2014

SUPERVISOR: Comptroller

SUMMARY:

The incumbent under the guidance of the Comptroller is responsible for performing all functions and situations efficiently and in an accurate, timely, and professional manner according to State laws and County policies. This employee has considerable public contact with all county offices and various vendors and acts as liaison for the purchasing department. The incumbent is responsible for the administration of all County purchasing objectives, policies, programs, and procedures as directed by the Comptroller. Using county funds in a prudent and effective manner to assure that the quality, quantity and kind of materials requisitioned are in the best interest of the county. The incumbent must be adept in decision making and maintaining quality control as well as handling problems. He or she will handles special projects as assigned by the Comptroller. The incumbent will assist the AP Administrator whenever needed along with other various assigned duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Responsible for daily managing of all purchases and reviewing requisitions for correct account information and for compliance to State and Federal laws; and County policies and consult with concerned parties to adjust discrepancies.
2. Post purchase orders, mail, email or fax copies as required to the Comptroller, department heads and elected officials using the counties specialized Financial System program.
3. Responsible for researching, purchasing, and coordinating delivery of materials, supplies, equipment and services for all county departments at the best possible prices, quality and standards.
4. Responsible for setting up new vendors using the Financial System program.
5. Conduct research, evaluate findings, and make recommendations on procurement matters and order product on vendor's specialized web site for all county departments.
6. Monitor mailboxes for security, sort and distribute daily mail.
7. Responsible for the maintaining of Purchasing petty cash and the reimbursement of employees and department heads of cash expenditures.
8. Responsible for managing the wireless service, by collaborating with the vendor to reduce down time and trouble shooting phone problems for all wireless users (County Law Enforcement and Emergency Offices). To include activating new phones, setting

up voice mail and training new users. The incumbent is responsible for maintaining and stocking replacement phone equipment.

9. Responsible for managing the Procurement Card (P-Card) program, training all employees, department heads and elected officials; setting up employee profiles for procurement cards and ordering card on banks specialized Expense System Program; maintain files on 16 county departments with approximately 98 employees; assist card users in activating their cards and with disputes, purchasing vendor problems and questions.
10. Perform secretarial and office duties for the Comptroller and others as designated to include; typing, faxing, composing court orders and correspondence; submitting or answering emails and recording marking contracts/court orders in clerks office.
11. Coordinate purchasing procedures with all departments and County officials and act as County representative on matters pertaining to purchasing, in the absence of the Purchasing Manager.
12. Perform all duties in conjunction with prepare bid openings, receiving and handling of all bids in a confidential manner in the absence of the Purchasing Manager ~~Director~~.
13. Assist with bid openings; record amounts for bid tabulations, maintain complete bid files in accordance with State Law
14. Coordinate with department heads and elected officials on the repairs and maintenance of equipment.
15. Conduct all liaison activities in a professional manner to ensure maximum cooperation between and among the County, the public and other agencies.
16. Ensure that all duties assigned are performed in an efficient and responsible manner according to office policy and procedures.
17. Maintain open contract file and inform County Attorney when contracts come up for renewal.
18. Provide all necessary backup for front desk relief.
19. Ensure prompt payment of monthly recurring expenditures.
20. Print and maintain all corresponding reports related to accounts payable.
21. Consult with vendors and elected officials/department heads regarding invoices presented for payment.
22. Correspond with elected officials/department heads regarding budget over-runs, account problems or status on payments.

23. Process travel reimbursements according to all laws and policies.
24. Review County policies concerning accounts payable and payroll and make sure that the departments are within compliance.
25. Check all invoices for proper sales tax expenditures.
26. Scan all invoices and receipts including any paid by Purchasing Card.
27. Assist Accounts Payable Administrator with all invoices for accuracy, check for corresponding purchase orders, receipt of product/service, compliance of the expenditure, and General Ledger Coding for accountability and scan then attach all corresponding documentation.
28. Input the information from the invoice and purchase order into the computer, checking for accuracy to prevent errors or potential loss of goodwill by the public, vendors, or others. Perform check calculation routine and submit reports as required.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

The incumbent should have a minimum of high school diploma or general education degree (GED); three years experience in public or governmental purchasing and/or accounting; knowledge of material management and bookkeeping skills. Be a certified procurement buyer or be willing to become a Certified Professional Public Buyer (CPPB) with the National Institute of Government Procurement or be able to become certified within the second year of employment.

OTHER SKILLS and ABILITIES:

The incumbent should possess knowledge of accounting principles, good verbal and written communications skills, computer skills, and good ten key and typing as well as good math skills; must possess the ability to resolve accounting, accounts payable, and payroll problems independently. The incumbent should have knowledge of modern office practices, procedures, and equipment. Knowledge of computerized accounting and the ability to perform duties with speed and accuracy is also required.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must frequently stand, talk and hear. Occasionally sit; use hands to finger, handle, or feel objects, and reach with hands and arms.

The employee is occasionally required to lift up to 30 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.