

Purchasing Specialist

REPORTS TO: Finance Director

FLSA STATUS: Non- Exempt

STATUS: Full-Time

SAFETY SENSITIVE: Yes

Job Summary:

Responsible for providing standard administrative, technical, or information that supports purchasing needs of the agency. Organizing data and information that is used by others, including computing rapid and accurate mathematical computations and verifying information within the Finance Team.

Essential Functions:

The Purchasing Specialist will ultimately be evaluated on a combination of skills, dispositions and behaviors, some of which are related to the specific service area of this position and others that represent general expectations of all our agency employees.

The Purchasing Specialist responsibilities chiefly fall within the following essential functions, although s/he may perform other tasks and/or duties as assigned. The Purchasing Specialist will demonstrate competency to perform essential functions that include:

- Purchase items for agency in a manner that follows procurement policy and procedures.
- Compute rapid and accurate mathematical computations with purchasing transactions.
- Establish and maintain effective working relationships with employees, other agencies, and the vendors.
- Monitors and reports fixed asset to Finance Specialist.
- Responsible for agency vehicle maintenance.
- Assist with the recording and paying of accounts payable invoices.
- Process electronic requisitions checking for coding accuracy regarding program, region and department and ensuring proper approval levels.
- Assists with gathering Davis-Bacon paperwork and files.
- Assist with maintenance of vendors and associated files.
- Assist with the maintenance and keeping contracts and leases up-to-date.
- Stay current on the rules and regulations regarding proper use of State and Federal Grant funds for Head Start purposes.
- Maintain confidentiality.
- Keep procedures for purchasing updated in desk manual.
- Attend meetings and training sessions as needed and requested.

Minimum Requirements:

- High School Diploma or GED required. Accounting, data processing, and office procedures course work from a vocational institute or similar educational environment preferred. AA/AAS degree in Accounting or related field preferred. All education must be from an accredited institution.
- 2 years' experience with general accounting preferred.
- Strong computer skills, word processing, spreadsheets, email and internet.
- Arizona's driver's license, proof of insurance, fingerprint card, and Social Security card, and provide a vehicle for program business.
- Health Questionnaire is required at hire and will be updated every 3 years.
- Employee must be able to speak, read, write, and understand English.

Knowledge, Skills, and Abilities:

- Skill in operating automated accounting systems, general office equipment, perform data entry at times in a repetitive fashion, identifying and reporting discrepancies.
- Knowledge of Accounting principles, practices, account analysis and methods, financial recordkeeping practices, computer hardware, techniques in data verification and data entry, proper coding of documents, PGCCS and departmental policies and procedures,
- Ability to prioritize and management work load and deadlines.
- Sustained concentration and attention to detail and accuracy.
- Ability to communicate (verbal and written) effectively and appropriately with others.
- Ability to work independently as well as in a team environment.

- Demonstrate the understanding of CPS reporting system, signs and symptoms of child abuse and neglect.

Physical Requirements:

Able to perform the following physical requirements of the position with or without reasonable accommodation: critical sensory requirements include general vision, specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus, hear or listen in the normal range (corrected) and speak and give directions clearly. Able to walk, sit, stand, kneel, crouch, crawl, reach, lift, carry, push, pull or otherwise move objects up to 10 lbs., and occasionally lift and/or move up to 25 pounds.

Working Conditions:

Work is performed in a classroom/office setting where minimal exposure to injury exists. Hours of work will generally be during regular business hours and average at least 40 hrs per week. There will be work variations in work hours due to employee special projects, deadlines, and other concerns. PGCCS employees have the possibility of exposure to blood or other potentially infectious materials through collateral duty to their routine work assignments, such as rendering first aid if need arises, and seldom exposure to vibration, toxic conditions, odors, dust, mold and poor ventilation.

Acknowledgment:

This job description describes the general nature and level of work performed. The employee may be required to perform other job-related duties. All requirements are subject to change over time. I am fully qualified for this position and can perform the duties as described. I understand that PGCCS is an Affirmative Action/EEO/At-Will Employer and that PGCCS reserves the right to revise this job description as necessary.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job and my questions have been answered thoroughly

Employee Signature

Date