

ORGANIZATION:	City of Canby	DATE:	March 2018
DEPARTMENT:	Finance	UNION:	AFSCME Represented
CLASSIFICATION	Purchasing/Accounting Specialist	FLSA STATUS:	Non-Exempt
TITLE:	Purchasing and Accounting Specialist		

PURPOSE OF POSITION: Perform a variety of professional level accounting and complex contract administration duties and support activities to contribute to efficient finance operations. Requires a thorough understanding of purchasing and contract rules and City programs and procedures. The employee in this position must have the ability to effectively respond to verbal and written requests for explanation of City-wide contracts and accounts payable procedures and requests for customer service in regards to materials and services billed to the City.

ESSENTIAL JOB FUNCTIONS:

Review purchase requests and work with staff to clarify requirements and develop specifications. Recommend solicitation method such as requests for quotations, requests for proposals/qualifications, or invitations to bid. Identify terms, conditions or requirements to apply. Write and administer bids or proposals, and recommend or make quotation awards. Facilitate process to award contracts. Locate sources of supplies, products and services and advise staff on availability, costs, and trends. Compare things such as products, services, quality, availability, shipping, and make purchase recommendations. Prepare and release purchase orders and documents. Keep records and required documentation of transactions. Maintain database of contracts.

Interpret related rules and policies and advise agency staff on correct methods and processes. Review contracts and agreements for compliance with requirements, regulations and specifications. Help train agency personnel on contract or agreement processes. Prepare standard contracts and agreements and requests for proposal/qualification. Review contract language and purpose, coordinate with legal and risk management regarding language and insurance limit changes, review all contract components to ensure correct type, data completion, statement of work, required exhibits, insurance and other requirements. Answer questions or find information for agency staff, the public, contractors and vendors. Keep the City in compliance regarding public purchasing rules and regulations.

Receive and review vendor invoices. Contact vendor to obtain documentation and resolve billing conflicts. Compare invoices to supporting documents. Obtain missing documentation and authorization from departments. Compare expenditure amount to budget for the line item. Maintain list of departmental expenditure account numbers and expenditure approval level for employees of each department.

Enter invoices into accounts payable module. Run A/P batch as needed. Reconcile batch report. Process and print A/P checks. Send files to financial institution after the check run for positive pay. Process manual checks as needed. Update the General Ledger after each A/P batch.

Process and mail 1099's to eligible vendors at the end of the calendar year. Identify, create and maintain capital asset files. Oversee unclaimed property (i.e. uncashed checks) and maintain proper documentation. File annually, as required with Department of State Lands.

Prepare A/P year end accruals. Archive files annually and move to storage. Set up new vendor files each fiscal year. Manage City accounts with various vendors. File paid invoices and maintain vendor files. Maintain files and records to ensure easy retrieval, safety and integrity of files and records, in accordance with established retention guidelines. Maintain records retention for accounts payable and other finance department areas as requested.

Maintain petty cash assuring adequate supply of money is available for reimbursement requests.

Maintain purchase card program by administering and maintaining current cardholders; ensure accurate coding, approvals and supporting documentation, uploads files, review related policy and suggest required changes.

Maintain City's signing authority process.

Update finance policies/procedures as directed by Finance Director.

Provide customer service for finance department. Greet visitors and answer telephone, determine nature of visit/call, direct to appropriate person, or take and relay messages in absence or preoccupation of department personnel. Respond to routine, non-routine and technical questions from internal and external customers. Accept and receipt payments from customers, as needed to maintain separation of duties.

Use word processing software to type contracts, requests for proposals, routine and non-routine letters, memos, and other material from general instructions. Proofread, review for grammar, and edit documents as necessary. Examine documents for completeness and accuracy. May correct errors as necessary.

Create templates, presentation materials, charts and graphics. Develop and maintain databases for tracking departmental/program information; create reports as needed. May prepare information packets for use within the department. Perform a variety of routine administrative activities, such as photocopying, mail, faxing, filing, sorting documents, etc. Process and distribute incoming and outgoing mail.

Compile information and reference materials for supervisor, or as requested by the public, which may require selecting appropriate data from various sources, and preparing summaries and reports as requested. Enter data into computer system from a variety of documents.

Maintain cooperative working relationships with City staff, other organizations and the general public.

Follow all safety rules and procedures for work areas.

AUXILIARY JOB FUNCTIONS: Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner. Support and respect diversity in the workplace.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: General knowledge of office practices and procedures, business English, word processing and spreadsheet software, clerical practices, research methods, report composition and preparation techniques, etc. Ability to operate general office equipment. Must have experience with MS Word and Excel. Must have ability to successfully operate a 10-key calculator by touch and with accuracy. Equivalent to high school diploma and five years of progressively responsible experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

SPECIAL REQUIREMENTS/LICENSES: Possession of Oregon Purchasing Basic Certification or ability to obtain within twelve months of hire. Possession of Oregon Procurement Advanced Certificate or ability to obtain within twelve months of obtaining Oregon Purchasing Basic Certificate.

DESIRABLE REQUIREMENTS: Knowledge of Oregon purchasing rules and municipal government functional areas. Knowledge of specific word processing/spreadsheet software utilized within the department.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 5 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 10 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

WORKING CONDITIONS: Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises. Attendance at night meetings may be required.

SUPERVISORY RESPONSIBILITIES: Supervision is not a typical function assigned to this position. May provide training and orientation to volunteers, students and newly assigned personnel on site policies and practices.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

SUPERVISION RECEIVED: Works under the general supervision of the Finance Director.