



## Career Opportunity

<b>Job Title:</b>	<b>Purchasing Agent/Finance Analyst</b>
<b>Grade: 18</b>	<b>Hiring Range: \$31,257.58 - \$39,853.41</b>
<b>Apply to:</b>	Human Resources Department, City Hall, 601 Gloucester St., (2 <sup>nd</sup> Floor) Brunswick, GA 31520, an Equal Opportunity Employer or online at <a href="http://www.brunswickga.org">www.brunswickga.org</a> .
<b>Apply by:</b>	<b>Until Filled</b>

### Job Summary

Under administrative direction of the Finance Director, performs administrative and technical work in purchasing goods and services such as materials, equipment, tools, parts, supplies, and services. Performs professional and para-professional work involving accounting and financial analysis. Work may involve assisting in Budget preparation. Performs other related duties as assigned, in support of customer needs and organizational objectives. Work is assigned by general organizational work plans, goals, and objectives. Work is evaluated through personal conferences, observation, and written reports for completeness and results obtained.

### Examples of Job Duties and Responsibilities

1. Reviews requisitions; Confers with vendors to obtain product or service information such as price, availability, and delivery schedule; consolidates purchases where possible for most cost effective results.
2. Determines method of procurement such as direct purchase or bid, according to policy.
3. Prepares, with the assistance of subject department, packages for: Formal Bids, Request for Proposal (RFP) and Request for Qualification (RFQ).
4. Reviews and evaluates bid proposals and negotiates or assists in negotiating contracts within budgetary limitations and scope of authority.

5. Maintains procurement records such as items or services purchased, costs, delivery, product quality or performance, and inventories.
6. Discusses defective or unacceptable goods or services with inspection or quality control personnel, users, vendors, and others to determine source of trouble and take corrective action.
7. Maintains a variety of material, supply, equipment, and other lists of items required by the City government; maintains lists of vendors supplying said items.
8. Issues blanket purchase orders as permitted by policy
9. Identifies purchase order number for authorized purchases and calls all local suppliers to authorize monthly purchasing accounts.
10. May checks invoices to insure correct price, follows-through to insure that materials ordered have been received.
11. Keeps records pertaining to items purchased, costs, delivery and prepares monthly reports.
12. Reviews monthly fuel consumption reports and provides information to managers.
13. Performs financial analysis of purchasing and budget trends within the various departments.
14. Performs professional and para-professional accounting function as assigned or directed.
15. Inputs financial activity into automated financial accounting system. May perform accounts payable and payroll functions as needed or assigned. Backs up other Finance positions.
16. Performs duties involving research and preparation of estimates of costs and needed resources, in conjunction with the preparation of the City's annual Budget.
17. Conducts other Financial Analysis duties as requested by management within the Department or by the City Manager.
18. May serve on various committees as requested.
19. Maintains and implements Fixed Asset program on financial software.
20. Implements purchase order system on financial software.

**Knowledge, Skills, Abilities, and Other Characteristics:**

1. Considerable knowledge of purchasing methods and procedures.
2. Knowledge of theory, practices and procedures of all aspects of local governmental finance and accounting.
3. Knowledge of all laws, rules and regulations applicable to local government finance and accounting operations.
4. Knowledge of computer science and applications to purchasing, accounting and finance, knowledge of implementation of financial/purchasing management information systems.
5. Knowledge of public budgeting and public finance.
6. Working knowledge of sources of supplies, price trends and grades or quality of materials and equipment.
7. Working knowledge of the laws and ordinances governing the purchase of goods and services.
8. Ability to analyze and process purchasing requisitions and vouchers and make purchasing decisions accordingly.
9. Ability to maintain complex purchasing and inventory records.
10. Ability to establish and maintain effective working relationships with employees, other departments, vendors and the public.
11. Ability to communicate effectively, orally and in writing.
12. Ability to develop and maintain effective interpersonal working relationships with customers and co-workers.
13. Ability to maintain accurate records, to prepare effective reports, and to make effective presentations.
14. Willingness and ability to demonstrate commitment to the job, team and organization.
15. Ability to manage time such that deadlines are met.
16. Ability to relay accurate and complete information.
17. Ability to gather and deploy resources appropriate for the task.
18. Ability to set and meet goals and objectives.
19. Ability to anticipate problems and proactively resolve them.

20. Ability to successfully implement policies and procedures and lead others to do the same.
21. Ability to apply problem solving skills, considering all reasonable alternatives, and make recommendations for problem resolution.
22. Ability to manage multiple tasks, and to be flexible in changing priorities.
23. Ability to work independently, as well as with a team, and to follow through to task completion.
24. Ability to organize, schedule, and prioritize work effectively and to assist others in same.

**Minimum Requirements (Education, Experience, Training, Certifications/Licenses)**

Associates degree, with emphasis in accounting, purchasing, bookkeeping business or public administration or a related field, and four (4) years of experience relating to local government finance and/or purchasing; or an equivalent combination of training, education, and experience. Safe driving record and valid driver's license. Pre-employment drug screening and physical examination required. Motor Vehicle Records history and Criminal Background required.