



CITY OF BRUNSWICK JOB DESCRIPTION

Job:	Purchasing Agent – Financial Specialist	FLSA:	Non-Exempt
Dept.:	Finance Department	EEO-4 Code:	
Reports to:	Finance Director	Date:	10/2023
Supervises:	None		
Pay Rate:	\$21.87/HR		

JOB SUMMARY

This position coordinates city purchasing functions and performs other specialized financial duties.

MAJOR DUTIES

1. Reviews requisitions: confers with vendors to obtain product or service information such as price, availability, and delivery schedules; consolidates purchases where possible for most effective results.
2. Coordinates with subject departments to prepare packages for formal bids, requests for proposals, and requests for qualifications.
3. Maintains records pertaining to items purchased, costs, and delivery; prepares related monthly reports.
4. Maintains a variety of material, supply, equipment, and other lists of items required by the city government; maintains vendor lists.
5. Issues standard purchase orders.
6. Discusses defective or unacceptable goods or services with inspection or quality control personnel, users, vendors, and others to resolve problems.
7. Reviews and evaluates bid proposals and negotiates or assists in negotiating contracts within budgetary limitations and scope of authority.
8. Determines procurement methods in accordance with policies.
9. Inputs financial activity into automated financial accounting system.
10. Reconciles general ledger accounts as assigned.
11. Proficiency in learning various computer systems used by the City.
12. Serves as backup for Accounts Payable.
13. Manages credit card and fuel programs.
14. Performs other assigned duties.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of purchasing methods and procedures.
2. Knowledge of city and state purchasing policies and procedures.
3. Knowledge of available vendors and suppliers.
4. Knowledge of goods and services required in the operation of a local government.
5. Knowledge of local government accounting and finance principles
6. Knowledge of computers and job-related software programs.
7. Working knowledge of accounting principles
8. Skill in the provision of customer service
9. Skill in reviewing statements and other documents for accuracy and completeness.
10. Skill in oral and written communication.

SUPERVISORY CONTROLS

The Finance Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include local and state purchasing laws and department and city policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied specialized duties. The variety of department needs for goods and services contributes to the complexity of the position.
- The purpose of this position is to coordinate city purchasing operations. Success in this position contributes to the efficiency and effectiveness of those operations.

CONTACTS

- Contacts are typically with co-workers, other city employees, vendors and potential vendors, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to negotiate matters, or to resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while standing or walking. The employee occasionally lifts light objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Baccalaureate degree in a course of study related to the occupational field required including accounting coursework.
- More than two years of related experienced required.

The City of Brunswick is an Equal Opportunity and E-Verify employer.