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| Harris County, Georgia | Official Harris County Georgia Website | Accounting & Purchasing Tech  Administration  ADM/7 |

JOB SUMMARY

This position administers and coordinates the purchase of goods and services for various County departments to ensure compliance with purchasing policies, to perform support for accounting functions.

MAJOR DUTIES

* Performs various accounting and purchasing functions to include preparation of monthly financial reports and annual financial audit, reconciling bank/accounting/credit card statements.
* Manages the fuel management program.
* Initiates and coordinates quotes, bids, proposals/quotes and state purchasing contracts. Prepares bid, proposal and quote specifications and advertisements; conducts pre-bid meetings, bid openings, bid evaluations, bid verification and recommendations, in coordination with department head.
* Maintains files/records of purchase orders and other purchasing activities.
* Ensures compliance with the County’s purchasing policies, communicates with vendors.
* Prepares, receives, and processes requisitions for purchase orders; verifies/assigns appropriate accounting codes and availability of funds.
* Enters data into purchasing system; mails/faxes purchase orders; maintains follow-up system; processes edits, voids, errors, corrections, and other changes to purchase orders; match invoices to purchase orders; reviews invoices for accuracy and forward for payment.
* Responsible for annual immigration reporting.
* Operates computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, purchasing, e-mail, internet, and other computer programs.
* Performs general/clerical tasks to include answering telephone, typing documents, making copies, sending/receiving faxes, filing documentation, processing incoming/outgoing mail, or mailing bid packages.
* Maintains knowledge of applicable contracts, policies and procedures; reads professional publications; attends trade shows, seminars, workshops, and training sessions as appropriate.
* Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

* Knowledge of procurement procedures, fund accounting, audit procedures, purchasing procedures, state purchasing contracts and websites.
* Customer service skills.
* Knowledge of bookkeeping terminology, methods, procedures and equipment.
* Thorough knowledge of standard office procedures, practices and equipment.
* Ability to use word processing and spreadsheet software including Excel and Word.
* Skill in the use of standard office equipment.
* Ability to type accurately at a reasonable speed.
* Ability to understand and follow oral and written directions, follow word procedures, post accounts, and perform mathematical computations with speed and accuracy.
* Ability to establish and maintain effective working relationships with department heads, associates, representatives, vendors, auditors, and the general public.

SUPERVISORY CONTROLS

The Finance Office, Senior Accounting Tech, and/or County Clerk 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 county policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

* The work consists of processing bids, quotes, and proposals from compiling, advertising, distributing, tabulating, issuing notices of award and notices to proceed; maintaining appropriate files.
* The purpose of this position is to coordinate, processing and maintaining bid, quote, proposal and state contract purchasing in accordance with County purchasing policies.

CONTACTS

* Contacts are typically with other county employees, vendors, and members of the general public. Contacts are typically to provide services, to give or exchange information, or to resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, bending, or crouching. The employee occasionally lifts light objects.

The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

High school diploma or equivalent, with Associates degree preferred; and

More than two years of related experience required; or

Any equivalent combination of education, experience and training which provides the knowledge, skills, and abilities to perform the work.