



Finance-Procurement Technician

FIN/3

Finance

JOB SUMMARY

This position is responsible for performing various financial bookkeeping and accounting functions of a skilled and responsible nature. This position is responsible for procurement of defined commodities and services for the County in accordance with the financial policies, procedures, processes, local, state and federal laws and procurement best practices.

MAJOR DUTIES

- Cross-trains with and assists the Finance Specialist in performing the following duties: Payroll processing, Accounts Receivable processing and Accounts Payable processing.
- Receives and reviews employee time records for accuracy and completeness; updates payroll records; manages payroll preparation; runs payroll checks; completes required payroll reports; enters related payroll data into computer; maintains accurate payroll records.
- Prepares and processes federal and state tax deposits and reports as required.
- Ensures compliance with state and federal regulations and county personnel policies and procedures.
- Prepares required payroll reports for accounting and management purposes; assists employees as needed.
- Posts checks to County's computerized financial system as instructed or coded by the Finance Director or his/her designee.
- Prepares deposit slips for bank deposits.
- Prints and maintains accurate records of deposits into the county cash accounts.
- Copies and files all receipts data.
- Maintains an accurate filing system for accounts receivable.
- Identifies any potential receivable problems and immediately notifies the Finance Director or his/her designee. Works to resolve issues and follows up to ensure timely and accurate receipts.

- Receives and enters invoices and payables into the County's computerized financial software.
- Accurately codes all invoices using the County's most current chart of accounts.
- Prints vendor checks according to County policy and/or procedures.
- Distributes/mailed vendor checks according to County policy and/or procedures.
- Maintains accurate vendor lists and required forms/records.
- Routinely monitors departmental overspending of expenditure line items and notifies the Finance Director or his/her designee of budgetary overspending or potential budgetary overspending.
- Monitors all county utility bills for excessive or unusual usage and immediately notifies the Finance Director or his/her designee of such.
- Assists department heads and/or their assigned staff with issues involving purchase requisition and purchase orders.
- Assist Finance Specialist and Finance Director in other duties as assigned.
- Consults with department personnel on procurement needs, advises on best methods of purchasing required goods and services.
- Advises and assists in the development of specifications and planning for the purchase of supplies, materials, services and equipment.
- Thorough knowledge of current federal, state and local laws and ordinances governing procurement processes.
- Develops and issues Requests for Proposals (RFP), Invitations to Bid (ITB), Requests for Qualifications (RFQ) and Requests for Information (RFI) based on an understanding of the market, technical requirements and needs of the County while ensuring process integrity.
- Supervises the solicitation process, including the issuance of all associated addenda; assists with the responsible and responsiveness reviews for bids and proposals for compliance.
- Presents the bid or solicitation cost analysis results and recommendation to the Board of Commissioners for approval. Attends Board of Commissioners meetings as required.
- Employs various techniques including price and cost analysis, evaluation of technical capability, evaluation of business stability and negotiation with suppliers to determine appropriate award recommendation based upon solicitation/contract requirements.
- Maintains a current knowledge of contract development and purchasing practices through vendor contact, organization membership, trade literature and training.
- Protects the County's interest if the terms, conditions or quality standards of the contract/solicitation are not followed by the successful supplier.

- Maintains and reviews computerized or manual records of items purchased, costs, deliveries and product performance.
- Provides county Clerk with accurate information regarding purchase of capital assets to be added or removed from the County Capital Assets records.
- Receives and reviews all county invoices for accuracy. Accurately codes all invoices using the County's most current chart of accounts. Forwards approved/coded invoices to accounts payable for processing along with specific instructions (if any). Contacts and follows up with vendors on voice inaccuracies and/or corrections.
- Routinely monitors departmental spending of expenditure line items and notifies the Finance Director or his/her designee of budgetary overspending or potential budgetary overspending.
- Performs other related duties as assigned by the Finance Director

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of Generally Accepted Accounting Principles.
- Knowledge of governmental fund accounting and budgeting principles and procedures.
- Knowledge of governmental chart of accounts structure.
- Working knowledge of computerized systems for maintaining financial records.
- Working knowledge of computerized payroll processing and reporting.
- Working knowledge of computerized accounts receivable processing and associated reports.
- Working knowledge of computerized accounts payable processing and associated reports.
- Working knowledge of maintaining current and accurate vendor files and required vendor documentation files.
- Knowledge of relevant Federal, State and local laws and ordinances governing governmental procurements practices.
- Knowledge of best practices in governmental procurement.
- Knowledge of county purchasing and financial policies and procedures.
- Skilled in writing bid specifications, Requests for Proposals (RFP), Requests for Qualifications (RFQ), Invitations to Bid (ITB), and Requests for Information(RFI) that meet all Federal, State and local laws and ordinances. Skill in the resulting cost review and analysis of bid and solicitation results.
- Skill in working with Department Heads and Elected Officials.

- Skill in oral and written communication.
- Skill in decision making.
- Skill in maintaining accurate records and organizing data.

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, but are not limited to, generally accepted accounting principles, relevant Federal, State and local laws, ordinances and regulations and county and departmental 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 related accounting, administrative and procurement duties. The need for legal and procedural compliance, accuracy and attention to detail contribute to the complexity of the position.
- The purpose of this position is to assist the Finance Department staff in the processes of payroll, accounts payable, accounts receivable and procurement functions. Successful performance helps ensure the timely and accurate management of those functions.

CONTACTS

- Contacts are typically with coworkers, department heads, elected officials, vendors, other county employees, employees of other county governments and agencies and the general public.
- Contacts are typically to exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

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

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of an associate degree in a course of study related to the occupational field.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for two to three years.
- Preference will be given to those applicants with governmental fund bookkeeping/accounting training/experience and governmental procurement practices training, knowledge and experience