

PARKS, RECREATION AND COMMUNITY FACILITIES (PRCF) PURCHASING AND ACCOUNTING SPECIALIST

JOB DESCRIPTION

Classification Responsibilities: A PRCF Purchasing and Accounting Specialist performs a variety of responsible paraprofessional assignments associated with formal and informal purchasing and advanced journey-level technical accounts maintenance work for a department. Purchasing duties include: entry-level buying, insurance monitoring, drafting, reviewing and comparing vendor documents, vendor outreach, contract maintenance and monitoring duties, developing and maintaining department electronic document management system (EDMS), working with Procurement Officer on preparing, tabulating and analyzing contract bid documents (RFP's, RFB's), entering contract award information for the issuance of Master Agreements and contract implementation, and working with Contract Specialist and/or Parks supervisors on development of contract specifications. Accounting related duties include: taking lead on managing the department's invoices, issuing purchase orders and delivery orders, reviewing and verifying bills received, monitoring daily contractual expenditures; performing mathematical calculations, rates per hour, and tax on all invoices before processing payment in financial system for approval and check disbursement, interacting daily with vendors and supervisors regarding contract invoice revisions, pricing, and recovery of credit due the City, researching and providing vendor with payment status, preparing spreadsheets and reports to track services contracted, assisting supervisor in forecasting operational expenses against current budget, maintaining files and record keeping for all vendor invoices and attending vendor meetings with supervisors to resolve any issues. This class is responsible for performing related duties as required.

Distinguishing Features: PRCF Purchasing and Accounting Specialist is expected to exercise independent judgment in the disposition of their daily activities. This class receives general supervision from a Fiscal Analyst who reviews completed work for accuracy, adherence to City and department policies and procedures, and overall results achieved. This class is FLSA nonexempt.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with an Associate's Degree in Purchasing, Public or Business Administration, Accounting, or closely related field. Considerable (3 - 5 years) experience in private or public sector contract administration, purchasing, vendor management, accounting, finance, or a closely related field. Personal computer (PC) experience, proficient with Microsoft Office applications (Word, Excel, Access).

Special Requirement. None.

Substance Abuse Testing. None

Preferred/Desirable Qualifications. Fundamental knowledge of the City's accounting, bidding and purchasing process and procedures or formal governmental accounting and purchasing experience.

ESSENTIAL FUNCTIONS

Communication: Communicates verbally and in writing with management, coworkers, other City employees, vendors, contractors, the general public, suppliers, and other government agencies to establish and maintain effective working relationships. Explains purchasing and accounting policies and procedures clearly and concisely. Prepares, tabulates and analyzes bid documents; statistical data, and various other documents. Verifies accuracy of bills for services received and department purchasing and accounting information.

Manual/Physical: Enters contract award information for the issuance of Master Agreements and contract implementation in financial system. Reviews and manages contract documents for renewals, expiration dates (insurance requirements), and amendment updates. Initiates purchase orders and delivery orders in financial system. Works with City staff and vendors providing purchase order numbers so staff can purchase and pick up equipment and materials needed at Home Depot, Grainger, supply warehouse, etc. Prepares spreadsheets and reports to track services contracted. Enters data or information into EDMS, financial system or personal computer (PC) to produce reports and spreadsheets, and to collect, calculate, and reconcile information. Compiles data for various reports and statements and prepares supporting worksheets. Prepares computer reports and processes documents to distribute and forward to appropriate personnel as necessary in a timely manner. Meets scheduling and attendance requirements.

Mental: Assists in the evaluation of purchases made by department staff, (involving the interpretation and application of established policies and procedures) for completeness, accuracy, and compliance with established purchasing and accounting policies. Requires understanding of technology and technology issues to accurately capture and translate appropriate system functionality and relationships with interfacing systems. Requires guiding and interpreting how procurement guidelines and processes must be followed. Reviews and updates reports, bid renewals, and vendor compliance documents to ensure their accuracy. Resolves routine work-related problems. Comprehends and makes inferences from written material. Prioritizes work assignments. Performs arithmetic calculations, such as applying discounts, markups, and varying tax rates. Resolves account discrepancies and manages problem resolution with customer service issues. Analyzes account information. Performs mathematical and financial calculations. Learns PC applications through on-the-job training and in a classroom setting.

Knowledge/Skills/Abilities:

Knowledge of:

the methods, policies, and procedures involved in municipal purchasing procedures;
City purchasing ordinances and related management policies;
the general principles and practices of bookkeeping/clerical accounts maintenance, municipal finance, budgeting, and accounting;
generally accepted techniques for compiling, verifying, and analyzing accounting data;
general office practices and procedures;
policies, operating procedures, and guidelines of work unit to which assigned;
fundamentals of generally-accepted accounting principles and practices;
classification guidelines/codes used for transaction processing and item/account identification;

the concepts of debit and credit as applied to accounts maintenance; and general automated accounting system procedure.

Skill in the operation of a calculator, PC, and other office equipment.

Ability to:

perform a variety of responsible paraprofessional assignments;
explain purchasing policies and procedures clearly and concisely to employees, vendors, and the public;
use a PC to prepare a variety of spreadsheets and reports;
conduct research and apply independent judgment related to assigned work;
make mathematical computations;
interpret operating procedures/guidelines to resolve unusual work problems/situations and/or explain them to others;
operate a variety of standard office equipment;
make mathematical computations quickly and accurately;
analyze/classify transactions/items by researching source documents and appropriate guidelines and determining appropriate transaction/item code, funding source, and recordkeeping requirements;
classify accounting transactions;
maintain and reconcile accounts;
prepare comprehensive, accurate, and concise reports and financial statements, including necessary supporting documentation, from data abstracted from various sources;
apply/adapt established guidelines/procedures to various accounting transactions;
communicate ideas and information clearly and concisely both orally and in writing;
remain calm and efficient, and cope with interruptions while under pressure to meet production deadlines; and
interact with coworkers, management staff, vendors, and other City employees to establish and maintain effective working relationships.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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INCREMENTS 62-200

PAY GRADE 42

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