



PROCUREMENT SPECIALIST JOB DESCRIPTION

JOB TITLE: Procurement Specialist	CLASSIFICATION: Office/Clerical	IMMEDIATE SUPERVISOR: Finance Director
PAY GRADE: 120	DEPT: 1300 Finance	STATUS: <u>FT</u> <u>PT</u> EXEMPT <u>NON-EXEMPT</u> BARG UNIT <u>NON-BARG UNIT</u>

JOB SUMMARY: Performs routine professional tasks to ensure adherence with the purchasing policies and procedures, handles accounting duties, and provides support to all Village departments, while ensuring financially responsible transactions under general supervision.

SUPERVISION EXERCISED: None.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists departments with Village procurement, including but not limited to, obtaining quotes, purchase orders, requisitions, contract implementation all in accordance with the Village's purchasing ordinance, accounting policies and procedures, and Federal and State procurement policies related to grants.
- Reviews all requisitions to verify adherence to the purchasing ordinance, ensure proper documentation is provided and confirm that the requested product or service is accounted for within the budget.
- Enters field purchase orders for the Finance department, and assists departments with restricted accounts.
- Reviews all invoices to verify that the product or service was procured in accordance with established procedures and accurately recorded in the appropriate general ledger account.
- Sets up and maintains accounts with vendors who provide recurring services to Village Hall, such as, but not limited to, the copier and coffee contracts.
- Manages the procurement of office supplies for the Finance Department and break room essentials, and coordinates replenishments as needed.
- Coordinates the ordering, receipt and distribution of Village logo apparel annually or as required for new hires throughout the fiscal year.
- Manages the ordering process and maintains an up-to-date record of all Village credit cards and membership cards for all departments.
- Monitors purchases using online access to the Village's purchasing cards and gasoline purchase cards, collects receipts, and processes FPOs for payment.
- Prepares and submits to State, monthly Sales Tax reports and quarterly Fuel Tax Rebates.
- Prepares general ledger account reconciliations as assigned.
- Files unclaimed/uncashed checks to State, according to State laws.
- Handles inquiries from vendors and departments on purchasing issues.
- Scans various documents to Laserfiche
- Provides support for finance roles as needed.

OTHER DUTIES:

- Assists with annual financial audit.
- Performs other related duties as required.

DESIRED MINIMUM QUALIFICATIONS:Education and Experience:

- Preferred Associates Degree with major in accounting or related discipline or equivalent training;
- At least two (2) years in procurement and/or accounting, preferably with governmental accounting;
- An equivalent combination of education, training, and/or relevant experience may be considered.

Knowledge, Skills and Abilities:

- Working knowledge of clerical methods used in keeping fiscal accounts and records.
- Working knowledge of governmental accounting and purchasing standards.
- Basic understanding of Florida Public Records, Chapter 119 of Florida Statutes
- Ability to input numeric data accurately and perform repetitive tasks.
- Working knowledge of automated procurement systems
- Working knowledge of using a computer, printer, scanner and software such as Microsoft Office Suite, as well as enterprise-level accounting and document management systems including ERP, Laserfiche, and other related software.
- Ability to establish and maintain effective working relationships with supervisors, other employees, and the general public.
- Ability to communicate effectively orally and in writing.
- Completion of NIMS ICS Training as required

SPECIAL REQUIREMENTS:

- Valid Florida State driver's license, or ability to obtain one; No more than two (2) moving violations within the last 12 month period; No more than six (6) violation points on your license within the last 24 months.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk, hear, listen and use hands to manipulate, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, and occasionally lift and/or move up to 30 pounds of dead weight with knees extended and bending from the waist down.

Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus. In addition, the employee must be able to rotate the neck frequently, extend hands/arms overhead, and turn fully from a fixed stance. Employee must be able to drive a Village vehicle.

TOOLS & EQUIPMENT USED:

Computer, printer, scanner, calculator, copier, and other associated equipment. Specific computer software such as Microsoft Office, Laserfiche, current ERP system, and other miscellaneous programs.

ENVIRONMENTAL CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee rarely works in outside weather conditions, but may be asked on occasion to work events or special functions outside, and may be occasionally exposed to hot, wet and/or humid outside conditions, cooler outside temperatures, toxic or caustic chemicals inside and outside, such as cleaning chemicals, and uneven grounds such as grassy areas. The noise level in the work environment is generally quiet when in the office, but may be moderately noisy on busy days or when outside.

SELECTION GUIDELINES:

Formal application, evaluation of education, training and experience; criminal, DMV, and credit background, oral interview, and reference check; job related tests may be required. The Village of Royal Palm Beach is a Drug Free Workplace and an Equal Opportunity Employer.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

JOB DESCRIPTION HISTORY:

Created: 08-08-22; Revised 10-4-24; 10-1-25