

**TOWNSHIP OF HAMILTON
JOB DESCRIPTION**

POSITION TITLE: **ACCOUNTS PAYABLE/PURCHASING**
DEPARTMENT: **FINANCE**
UNION: **NO**
FLSA STATUS: **NON-EXEMPT**

SUPERVISION:

Reports to: Chief Financial Officer, Deputy Chief Financial Officer
Position Titles Supervised: None generally. May direct or train other clerical, temporary or other staff as assigned.

POSITION QUALIFICATIONS:

Education Required: High school graduate/equivalent; Registered Public Purchasing Specialist certification preferred.
Experience Required: Three (3) years of experience related to municipal purchasing, specialized course work, or any equivalent combination of education and progressively responsible experience.

SPECIALIZED KNOWLEDGE/SKILLS:

- Thorough knowledge of purchasing methods and procedures, working knowledge of the laws and ordinance governing the purchase of goods and services;
- Ability to analyze and process purchasing requisitions and vouchers and make purchasing decisions accordingly;
- Thorough knowledge of computerized purchasing and accounts payable/receivable applications and software;
- Knowledge in standard accounting/bookkeeping procedures;
- Ability to organize assigned work and develop effective work methods;
- Ability to effectively meet and deal with the public; ability to read, write, speak and understand English sufficiently to perform the duties of the position.
- Ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials, vendors and the public.

POSITION SUMMARY:

Performs routine and complex clerical and technical work in the purchasing and payment of goods and services such as materials, equipment, tools, parts, supplies, and services.

PHYSICAL/ENVIRONMENT CONDITIONS:

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 frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms.

Work performed is subject to interruptions.

The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The noise level in the work environment is usually quiet.

EQUIPMENT:

Calculator, computer, copier, FAX machine, telephone, postage machine

ESSENTIAL DUTIES/RESPONSIBILITIES:

Reviews requisitions; confers with vendors to obtain product or service information such as price, availability, and delivery schedule.

Reviews commodity codes for purchasing compliance with quote and bid thresholds.

Selects products for purchase by testing, observing, or examining items; estimates values according to knowledge of market price.

Determines method of procurement such as direct purchase or bid.

Prepares purchase orders; assists in preparing bid and/or quote requests/specifications.

Maintains procurement records such as items or services purchased, costs, delivery, product quality or performance, and inventories.

Discusses defective or unacceptable goods or services with users, vendors, and others to determine source of trouble and take corrective action.

Expedites delivery of goods to users.

Maintains a variety of material, supply, equipment, and other lists of items required by the Township Committee; maintains lists of vendors supplying said items.

Assists in and/or performs payroll processing duties as assigned.

Purchases supplies, machinery, equipment, tools, raw materials, parts, and services necessary for the operation of the various departments; charges purchases to appropriate budget line items.

Checks all invoices to ensure correct price, follows through to ensure that materials ordered have been received and examines condition of materials received.

Interviews vendors in person or by telephone to obtain information relative to price, ability of the vendor to produce product, service and delivery date.

Maintains inventory and supply room operations.

Keeps records pertaining to items purchased, costs, and delivery.

Processes vouchers for payment.

Disburses Township funds upon approval of vouchers.

Receives, unpacks, checks and stores supplies in proper storage area.

Records all supplies received.

Prepares bill list for Township Committee approval.

Provides technical support to other Township staff/departments as required.

Composes, inputs and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

CORE COMPETENCIES: To perform the job successfully, an individual should demonstrate the following competencies:

Customer Service – Responds promptly to resident inquiries in a courteous and professional manner. Displays a respectful attitude by way of a positive, affable disposition in serving residents, co-workers, and the general public.

Quality Work – Performs assigned tasks accurately, is thorough and neat, and displays a professional demeanor; exhibits practical/technical knowledge required on the job; is reliable regarding task completion and follow up; observes prescribed work break/meal periods; is punctual; and has an acceptable overall attendance record; works with little or no supervision.

Operational Effectiveness – Follows policies and procedures; supports Township’s mission and vision; looks for ways to improve and promote quality; maximizes resources; seeks and accepts new assignments and assumes additional duties when necessary; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Communication – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; writes clearly and informatively, presents numerical data effectively.

Teamwork – Balances team and individual responsibilities; exhibits objectivity and openness to other’s views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives.

Safety – Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

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.

Approval: Michael Jacobs, Administrator
Revised: November 27, 2017
Effective Date: **November 27, 2017** _____