

MCDUFFIE COUNTY BOARD OF COMMISSIONERS FINANCE DEPARTMENT

POSITION: Accountant/Purchasing
Pay Grade:

Status: Non-Exempt
Salary:

JOB SUMMARY:

This position is responsible for County purchases, expenditures of the county budget, compiling, analyzing and preparing various reports in a timely and accurate manner. This is a fast pace governmental and accounting environment responsible for overseeing the spending and collections of the County budget.

JOB FUNCTIONS:

- Reviews bid packages and makes recommendations to Finance Director and County Manager;
- Prepares Request for Proposals, Requests for Bids/Quotes and Invitations for Bid;
- Performs buying duties for goods and services for all County operations in accordance with the McDuffie County's Purchasing Policy:
- Prepares purchase orders and post into the financial accounting system;
- Negotiates with vendors for the lowest costs and incentives, analyzes market prices and products for competitiveness. Achieve cost savings through using selective vendors, resolves delivery and billing problems.
- Prepares general journal entries, posting of budget amendments and reviews County budget daily;
- Assist with bid/proposal openings;
- Conducts product and service evaluations and supplier interviews;
- Ability to work in a customer-oriented, deadline focused environment with the ability to handle complex procurements;
- Performs other duties to include, but not limited to, general accounting assignments;
- Duties will require the bending, stooping, walking and lifting objects up to 30 pounds;

JOB SKILLS:

- Ability to enforce and understand the County's purchasing policies;
- Knowledge and demonstrated skills of governmental accounting and financial reconciliations;
- Proficient in Microsoft Office and ability to operate financial accounting software Munis;
- Knowledge and demonstrated skills for preparation of business letters and other documents;

- Ability to establish and maintain effective working relationships with County Department Heads and Employees, other entities and the general public;
- Ability to maintain confidentiality of personnel and other financial information maintained within the Finance Department;
- Ability to perform job task in an accurate and timely manner with minimal direction and supervision;
- Skills in the use of calculators, computers, fax machines, copy machines, and other office equipment.

QUALIFICATIONS:

Bachelor's Degree in Business Administration, Accounting or Finance. Three years of progressive experience in purchasing and governmental accounting.

Certified Professional Public Buyer, National Institute of Governmental Purchasing Certified Procurement Professional certifications.

Must have valid driver's license.