



## Charter Township of Waterford Job Description

### Purchasing Agent - Staff Accountant

<b>Department:</b>	Clerk's Office
<b>Supervised By:</b>	Township Clerk, Assistant Budget Director/Accounting Manager or Designee
<b>Supervises:</b>	No supervisory responsibility
<b>FLSA:</b>	Non-exempt
<b>Status:</b>	Full-time
<b>Grade:</b>	3

#### **General Summary:**

Under the general supervision of the Assistant Budget Director-Accounting Manager or designee, manages the central purchasing function of the Township and oversees its policies and procedures. This position will also perform routine and intermediate level accounting functions that will support monthly and annual accounting processes, reporting and financial statements.

#### **Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties that the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

#### Purchasing:

1. Maintains the purchasing system and procedures for the acquisition of services, supplies, equipment, vehicles, and materials. Ensures proper adherence to policies and procedures by departments. Develops and recommends purchasing policies, procedures and systems.
2. Approves requisitions and issues purchase orders within established guidelines. Works with a computerized purchasing system. Maintains necessary records and files.
3. Researches sources and vendors, price considerations, and service delivery in order to make recommendations relating to the purchase or lease of items or services. Provides assistance to Township departments with the preparation of specifications and proposals for services.
4. Administers and maintains the Township P-card (purchase card) system. Involved with the processing of monthly statements and related transactions.
5. Works with departments on allocation of leases, contracts and services that involve multiple cost centers. Oversees the disbursement of common office supplies from a central storage room and ensures that established policies are followed.
6. Coordinates the fixed asset accounting records and files. Oversees the disposal of surplus or scrap materials and equipment. Develops and recommends fixed asset policies.

#### Accounting:

1. Maintains accounting records following Generally Accepted Accounting Principles (GAAP), the pronouncements of the Governmental Accounting Standards Board (GASB) and the Michigan Municipal Budgeting Act, as they relate to municipal accounting.

2. Prepares and inputs monthly and quarterly journal entries in a computerized environment. Develops and maintain spreadsheets, in support of these entries.
3. Review of Accounts Payable check runs and preparation of related Warrant Transfers. May be called upon to prepare vendor payments including invoice input and check generation with the review process being performed by a second individual.
4. General bookkeeping through trial balance. Performs accounting functions, including reconciliation of general ledger involving multiple funds and multiple accounts.
5. Prepares reports, including various monthly and other interim Township reports (YA, LIB reports, etc.) Works with documents, graphs and charts in support of various forms of reporting.
6. Involved with the Township's annual audit including fixed assets and grant related records. Maintains records, schedules and reports, as required.

Other:

1. Assists with special projects and other duties, as assigned, including Election work.
2. Maintains confidentiality given access to sensitive or confidential information.
3. Keeps abreast of purchasing and accounting procedures, techniques and standards through continued education. Maintains cooperative relationships with peer agencies and other governmental units. Attends conferences, workshops, and seminars as appropriate.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Educational requirements: Associate's Degree with an emphasis in business, accounting, or related field; Bachelor's Degree preferred.
- Experience requirements: Two to three years of purchasing, accounting and/or business related duties.
- Knowledge of purchasing and service acquisition principles and practices.
- Skill in negotiating with suppliers and vendors. Ability to manage the purchasing function and utilize source information to formulate policy and service recommendations.
- Knowledge of accounting and financial concepts.
- Knowledge of computerized financial management software; MUNIS preferred.
- Ability to effectively communicate and present ideas and concepts orally and in writing. Must possess word processing and data entry skills.
- Intermediate spreadsheet skills; ability to independently create, update and maintain spreadsheets. Skills test required.

- Ability to establish and maintain effective working relationships and use good judgement and resourcefulness when dealing with vendors, suppliers, salespeople, elected officials, Township staff, and professional contacts.
- Ability to critically assess situations and solve problems, and work effectively under stress, within deadlines, and changes in work priorities.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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 talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee must frequently lift and/or move items of light to 70 lbs. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus. The employee regularly works in a business office setting. The noise level in the work environment is usually quiet.

**WATERFORD TOWNSHIP IS AN EQUAL OPPORTUNITY EMPLOYER**

Please send cover letter & resume to [award@waterfordmi.gov](mailto:award@waterfordmi.gov)

Application forms for this position can be obtained from the Human Resources Department, 5200 Civic Center Drive, Waterford, Michigan or on the Township's web page <https://www.waterfordmi.gov/jobs>

Salary Range: \$46,608 – 53,598 with excellent benefits

**Closing date: 10/01/2020**