

River Valley Child Development Services

Providing quality services and support to children, families, and the early childhood community.

Job Description

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| Position: | Purchasing Agent |
| Program: | Administration |
| Worksite: | 611 Seventh Avenue, Huntington, WV |
| FLSA Classification: | Non-exempt |
| RVCDS Classification: | Full-time, 40 hours per week |
| Provisional Employment Period: | 90 days |
| Position(s) Accountable To: | Director of Finance; Executive Director |
| Position(s) Accountable For: | N/A |
| Purpose of Position: | Implement agency procurement policies and procedures in collaboration with all agency programs and vendors. |
| Educational Requirements: | Associate degree from an accredited college or university in accounting, or related degree. Bachelor's degree preferred. |
| Experiential Requirements: | Three (3) to five (5) years of relevant professional experience with purchasing duties. |
| Additional Training Required: | Fulfill requirements of Individual Staff Development Plan |
| Travel Requirements: | Valid driver's license and insurance. Possess personal vehicle. |
| Pre-Employment Requirements: | Must pass drug screening and have acceptable background check |

Essential Capabilities and Skills

Able to read, interpret, and utilize information: guidelines; regulations; policies, procedures, etc.

Able to utilize computer technology and software systems to enter, retrieve, and communicate information.

Able to work independently and collaboratively in team environments.

Able to effectively utilize negotiation, analytical, and critical thinking skills.

Able to perform tasks with speed and accuracy.

Able to effectively communicate (verbal and written) with diverse audiences utilizing a variety of communication tools.

Other Capabilities and Skills

Able to be reliable, responsible, flexible, and self-initiated.

Able to practice effective time management skills and pay close attention to detail.

Able to utilize effective conflict management skills.

Able to engage effectively with the public and community and provide professional customer service to internal and external customers.

Able to lift various items: boxes, paper, supplies, etc.

Agency Expectations

Follow all agency policies, procedures, and practices.

Adhere to NAEYC Code of Ethics.

Follow and promote agency philosophy and mission; promote unity and teamwork within program and agency.

Keep supervisor informed on all relevant matters.

Essential Duties

Utilize agency procurement policies and procedures to carry out the purchasing process for all agency program supplies, materials, equipment, and other identified needs.

Manage vendors, purchase orders, and invoices using Sage 50 accounting software, Microsoft Office products, and other programs, as applicable.

Receive purchase order requisitions, create purchase orders, reconcile correlating invoices and packing slips, and accurately enter data into Sage.

Upload appropriate documentation into Sage accounting software.

Research, work and negotiate with suppliers and vendors to source goods and services that meet the prudent needs of the agency.

Communicate with suppliers, vendors, and program directors to schedule delivery locations and times and resolve shipping errors.

Maintain the list of preferred vendors and assist with reviewing and revising on a scheduled basis.

Assist with training program directors on the agency procurement procedures.

Research and managed agency leased equipment and provide information to program directors for maintenance and replacement.

Work collaboratively with the Director of Finance to investigate and correct any discrepancies or inaccuracies found in reports.

Provide support to agency staff regarding procurement topics.

Other Duties

Perform clerical support: typing, filing, scanning, shredding, etc.

Assist with the annual agency audit.

Participate in job related training, as identified by the Director of Finance.

Attend and participate on committees as assigned by the Director of Finance and/or RVCDS Executive Director.

Utilize the Microsoft Outlook Calendar to store up-to-date work schedule; share the calendar with the Director of Finance and other agency staff as necessary.

Attend and participate in monthly staff meetings.

Any other duties as assigned by the RVCDS Executive Director or Director of Finance.

Employee Signature

Printed Name

Date