

# PURCHASING CLERK II

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<b>Department:</b>	Purchasing	<b>Reports To:</b>	Purchasing Manger
<b>Division:</b>	Administration	<b>Location:</b>	Administration Building
<b>FLSA Status:</b>	Non-Exempt	<b>Classification:</b>	Full-Time/Civil Service
<b>Approved By:</b>	Purchasing Manger	<b>Date of Approval:</b>	October 2002
<b>Pay Grade Level:</b>	2		

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## JOB SUMMARY

Responsible for the performance of a variety of moderately complex clerical and entry-level bookkeeping and purchasing tasks required of the Purchasing Department for the Lafourche Parish Government. Job duties require the daily application of accepted procedures in the preparation and maintenance of purchasing and other records, and preparing financial, statistical, and/or moderately technical reports required in the daily administration of the Lafourche Parish Purchasing Department by performing the following duties.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities include the following:

- Assists in compiling and sorting documents, such as invoices and checks, substantiating financial transactions
- Reviews requisitions, verifies specifications, and determines proper method of procurement for compliance with departmental policies and state statutes
- Consults catalogs and interviews suppliers to obtain prices and specifications; reviews quotes and negotiates terms and conditions of purchases within scope of authority
- Prepares and issues purchase orders and forwards copies to appropriate vendors and parish staff
- Compiles records of items purchased or transferred between departments, prices, deliveries, and inventories
- Compiles and maintains vendor/supplier database containing products/services provided, and when applicable price lists; processes W-9 information on all vendors
- Verifies total costs of items purchased, delivery charges, etc. against purchase order, files completed vouchers, and forwards proper documents for final processing of accounting records

- Confers with suppliers regarding late deliveries, defective materials, or unacceptable goods, facilitates corrective action, and notifies applicable department of corrective action taken; monitors activity to ensure proper action is taken
- Computes and records charges, refunds, cost of lost or damaged goods, freight/delivery charges, rentals, and similar items
- Prepares vouchers, invoices, checks, account statements, reports, and other financial records/documents and reviews for accuracy; prepares payments for mailing; prepares manual checks, when necessary
- Prorates expenses to be debited or credited to each department for cost accounting records
- Serves as the contact person for all vendors associated with the Parish
- Verifies the signing authority of all personnel issuing purchase orders
- Composes and types routine correspondence
- Reviews mathematical accuracy of invoices submitted to ensure that all are within budgetary limitations and sufficient for subsequent completion of annual audit
- Organizes and maintains file system, and files correspondence and other records
- Handles purchasing of departmental supplies and equipment; and, arranges for equipment maintenance
- Monitors accounts payables to ensure that payments are up-to-date
- Reconciles financial report discrepancies and problems
- Codes data for input to financial data processing system in accordance with departmental procedures

Other duties may be assigned.

#### **ADDITIONAL RESPONSIBILITIES**

- Assists in the completion of annual audit by retrieving departmental records and photocopying
- May receive and resolve complaints received from vendors, employees, and departmental supervisors regarding the status of invoice payments and delivery of materials/supplies ordered
- Performs support duties for other departmental clerks
- All parish government employees in a declared emergency shall be considered essential personnel

## **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

## **COMPETENCIES**

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

Customer Service - Responds promptly to customer needs.

Interpersonal Skills - Maintains confidentiality.

Oral Communication - Listens and gets clarification.

Written Communication - Writes clearly and informatively; Varies writing style to meet needs.

Dependability - Follows instructions, responds to management direction.

Initiative - Volunteers readily; Undertakes self-development activities.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. Jobholders must be legally able to work in the United States.

**Education and Experience.** One (1) year certificate from college or technical school; or one (1) to three (3) years related experience and/or training; or equivalent combination of education and training; past experience in purchasing, bookkeeping, accounting, or finance required.

**Language Skills.** Ability to read and comprehend moderately complex instructions, correspondence, and memos. Ability to write correspondence. Ability to effectively present information in one-on-one and small group situations to vendors, elected officials, supervisors, the general public, and other employees of the Lafourche Parish Government.

**Mathematical Skills.** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**Reasoning Ability.** Ability to apply common sense understanding to carry out detailed and complex written and oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Certificates, Licenses, Registrations.** Must possess a valid Driver's License and must obtain a valid Louisiana Driver's License within 30 days of employment.

## **OTHER SKILLS AND ABILITIES**

- Must possess basic knowledge of the methods, practices, and procedures in general accounting practices and procedures, which also include basic abilities in the operation of personal computers, typewriters, calculators, copy machines, and fax machines; basic knowledge of computer word processing software (Microsoft Word, Corel WordPerfect 7.0., Excel 7.0, Quattro Pro 8, and Lotus 123, preferred), business English, spelling, punctuation, and methods and techniques in record keeping and filing systems.
- Ability to be bonded.
- Ability to deal courteously and effectively with the public, governmental officials, and other employees of the Lafourche Parish Government.

## **PHYSICAL DEMANDS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will 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 sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear; The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

## **WORK ENVIRONMENT**

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

The noise level in the work environment is moderate.