

**Partnership for Children of Cumberland County, Inc.**  
Fayetteville, NC

**Position Description Plan**  
**Job Description**

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**Title of Position:**     Purchasing Specialist

**Salary Range:** \$24,151 - \$27,171

**Supervisor's Name and Title:**

Accounting Manager

**FLSA Status:**

Regular, Full Time, Non-Exempt:

**Date of Next Review:**

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**Primary Purpose of Position:**

The Purchasing Specialist is responsible for the purchasing duties for the Partnership for Children of Cumberland County in compliance with state laws and general statutes.

**Duties and Responsibilities:**

**Purchasing Support.** The Purchasing Specialist will maintain the Purchase Order System and will prepare Purchase Orders for approval. The Purchasing Specialist will review bids and appropriate bid documentation as required by state laws and statutes as well as the Accounting Policies and Procedures of the Partnership for Children of Cumberland County. The Purchasing Specialist will place orders upon approval of purchases and will be responsible for follow-up of same. In addition, the Purchasing Specialist will make travel and hotel arrangements for staff and volunteers. The Purchasing Specialist will become familiar with State contracts listing and be responsible for obtaining best pricing on all purchases.

**Accounting Support:** The Purchasing Specialist will provide support, coding A/P invoices, submitting the invoices to the Controller and Chief Operating Officer (COO) for approval, and posting the A/P invoices for processing. The Purchasing Specialist will be responsible for the preparation of the monthly bank statement reconciliation. The Purchasing Specialist will be responsible for invoicing other partnerships, child care centers, and other agencies for services provided and reimbursement requested.

## **Purchasing Specialist (continued)**

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Fixed Assets Inventory. The Purchasing Specialist will advise the Controller when fixed assets are purchased with a cost of \$500 or over. The Purchasing Specialist will maintain the Fixed Asset Log and assign fixed assets control numbers.

Multi-Accounting and Contracting (MAC) Support. The Purchasing Specialist will assist with processing of Accounts Payable invoices and cash disbursements for MAC partnerships and other fiscal duties as assigned.

In the event the Purchasing Specialist possesses bilingual skills, the incumbent may be required to perform translation services at the direction of the President.

Attend committee meetings and participate in community events and PFC sponsored events at the direction of the President.

The Purchasing Specialist is responsible for other duties as assigned.

It is the responsibility of all staff to contribute to the positive work environment at the Partnership for Children of Cumberland County.

PFC staff may work multiple grant activities to include Smart Start, Pre K, etc. and time worked will be allocated as appropriate.

PFC staff may work in other counties at the direction of the PFC President or designee and time worked will be allocated as appropriate.

### **ESSENTIAL FUNCTIONS :(4)**

#### ***Non-Exempt/Exempt Non-Supervisor***

1. Responds to concerns/complaints (internal and/or external) in a professional/timely manner; refers concerns/complaints to immediate supervisor, when appropriate; maintains composure at all times;
2. Assumes responsibility for personal productivity and quality of work; recognizes/communicates problems and suggests solutions to immediate supervisor;
3. Carries out directions; follows through and completes assignments in acceptable time frames; applies technical and procedural know-how to get the job done in an acceptable manner; adjusts behavior for the effective use of time and resources;
4. Effectively supports co-workers in establishing and achieving objectives while showing courtesy and respect toward others;
5. Assumes responsibility for managing personal time/schedules/deadlines; advises immediate supervisor of any conflict which may inhibit the organization's obligations; observes established rules/policies/procedures;
6. Communicates ideas/information for improving efficiency/procedures/cost control;

## **Purchasing Specialist (continued)**

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7. Coordinates time off/time away from work site with immediate supervisor to minimize disruptions to the unit/ organization;
8. Takes initiative to accomplish goals; demonstrates ability to learn on the job; maintains appropriate skills for the position;
9. Interacts with other departments/providers to assure information that affects the organization is communicated to the proper recipients.
10. Acknowledges and abides by all PFC established policies and procedures.

### **Knowledge, Skills, and Abilities:**

1. Superior secretarial skills to include bookkeeping and purchasing.
2. Have technical ability to carry out duties with regard to laws, rules, and regulations.
3. Ability to express ideas clearly and concisely, both verbally and in writing, and to plan and execute work effectively within a specified time frame.
4. Ability to make decisions and to take appropriate action within the boundaries of the position.
5. Superior organizational skills and initiative; capacity to accept and follow through on assigned responsibilities with minimal supervision.
6. Ability to establish and maintain effective working relationships with Board and/or committee members, supervisors, peers, private providers, community agencies, and other resources.
7. Ability to carry out functions with minimal supervision.
8. Ability to foster an environment that minimizes consequential errors.
9. Communicates clearly and concisely, both orally and in writing.
10. Ability to maintain confidentiality of information in the performance of duties.
11. Possess strong interpersonal skills that allows for appropriate interaction with personnel in the state, in the community, and within the agency.
12. Works competently with the computer and related software, calculator, telephone, fax machine, copy machine, and other equipment, as required.

### **Education and Experience - Minimum Requirements:**

1. Associate's degree or equivalent, in accounting or bookkeeping.
2. Minimum of four years of progressively responsible secretarial or clerical/administrative experience, preferably in the purchasing field.

**Purchasing Specialist (continued)**

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- 3. Additional experience in accounting or bookkeeping may be substituted for post-high school education, provided the requisite skills have been obtained.
- 4. Valid driver's license.

**Physical Requirements:**

Must be able to perform *Essential Functions* of the position.

**Employer's Rights:** This job description is general in nature and illustrative of the kind of duties and responsibilities required of this position. It is not exhaustive and does not contain a detailed description of all of the duties that may be required of the incumbent occupying this position.

<b>Created /Evaluated</b>		
<b>Revised</b>	<b>April, 2010</b>	
	<b>July1, 2010</b>	
	<b>July 2015</b>	<b>Title change from Accounting to Purchasing Spec</b>
<b>Re-evaluated</b>		