



Job Vacancy

Class Title:	Purchasing Specialist – Accounting Clerk III
Salary:	\$ 20.05 - \$30.07

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB SUMMARY

The Purchasing Specialist is responsible for supporting the procurement function of the city by coordinating the acquisition of goods, services, and equipment in accordance with applicable federal, state, and local laws, ordinances, and purchasing policies. This position ensures that purchasing activities are conducted in a fair, transparent, and fiscally responsible manner while maintaining high levels of customer service for internal departments and external vendors.

ESSENTIAL FUNCTIONS

Completes purchases in compliance with municipal procurement policies and competitive purchasing requirements.

Assists with the development, issuance, and evaluation of solicitations, including Invitations to Bid (ITBs), Requests for Proposals (RFPs), and Requests for Qualifications (RFQs).

Reviews vendor submissions for completeness, accuracy, and compliance with specifications and legal requirements.

Maintains vendor records and assists with vendor registration, qualification, and performance tracking.

Processes purchase requisitions; checks for funds, verifies account numbers and signatures; ensures dollar amounts are in compliance with established policy and procedures.

Maintains accurate and correct data: edits and updates information as needed; reviews and analyzes system reports; and researches and resolves problems.

Assists with purchasing activities such as identifying and sourcing suppliers; obtaining quotes for products and services, preparing reports, scanning and uploading documents, receiving bids, participating in bid openings, processing bids, and representing department in meetings.

Communicates with departments to clarify specifications, delivery schedules, and budget availability.

PURCHASING SPECIALIST – ACCOUNTING CLERK III

Coordinates with Finance and Accounts Payable to resolve discrepancies related to invoices, receiving, and payments.

Ensures proper documentation and retention of procurement files in accordance with public records laws and audit standards.

Monitors contract terms and expiration dates and assists with renewals, amendments, and compliance tracking.

Provides guidance to departments on purchasing procedures and best practices.

Supports audits and responds to public records requests related to procurement activities. Reviews expense accounts for accuracy and reconcile to supporting documentation, as necessary.

Assists in budget preparation.

Reviews budget for available funds and submits budget amendments, as necessary.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

High School Diploma or GED required; supplemented by two (2) years of experience in business or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position.

SKILLS AND ABILITIES

Knowledge of procurement and accounting principles, practices, and laws.

Familiarity with municipal purchasing ordinances and competitive bidding requirements.

Ability to interpret contracts, specifications, and legal requirements.

Strong analytical and organizational skills.

Effective written and verbal communication skills.

Ability to manage multiple procurements and deadlines simultaneously.

Ability to establish and maintain effective working relationships with staff, vendors, and the public.

High level of integrity, professionalism, and detail oriented.

PURCHASING SPECIALIST – ACCOUNTING CLERK III

Proficiency in MS Office Word, Excel and Outlook, financial software and familiar with standard office equipment.

Knowledge of general ledger.

PHYSICAL DEMANDS

Tasks require the ability to exert light physical effort in sedentary to light work, typically involving some combination of stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks involve extended periods of time at a keyboard or workstation.

WORK ENVIRONMENT

Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, odors, wetness, humidity, rain, fumes, temperature and noise extremes, unsafe structures, heights, confined spaces, or rude/irate customers.

The City of Austell is an Equal Opportunity Employer. The City of Austell does not discriminate based on race, color, national origin, sex, religion, age or disability in employment or the provision of services. In compliance with the American with Disability Act, the city will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.