

## **PURCHASING AND BUDGET ADMINISTRATOR**

### **General Statement of Duties**

The employee in this position serves as the Town's Purchasing Agent responsible for implementing purchase activities in compliance with governmental regulations and Town policies. This position is also responsible for the duties of financial administration of budgetary oversight and grants.

### **Distinguishing Features of the Class**

Prepares formal bid proposals and conducting bid openings; analyzing quotes and bids; working with Town Departments to identify the most cost-effective purchases possible.

Facilitates the procurement of goods, services and supplies for Town departments.

Performs Town-wide budgetary oversight across all funds to ensure the departmental activities are in accordance with the Board-approved budget.

Develops and maintains a Capital Improvement Plan (CIP) focusing on budgetary requirements for implementation.

Responsible for the administration, reconciliation, and employee training of the Town's purchasing card (P-card) program.

Maintains the fixed asset program for the Town; oversee the purchase of new capital assets; posts capital asset transfers, retirements and adjustments.

Administers the financial aspects and reporting of all Town grants.

Works in accordance with established municipal finance procedures, local ordinances, and the general statutes governing financial operations. Work requires strong management, organization, and accounting skills.

Works under the general supervision of the Accountant and is evaluated through observation and annual performance appraisals.

### **Illustrative Examples of Work**

Reviews bid specifications for other departments in relation to the purchase of capital items or letting of capital projects. Reviews capital construction contract documentation for compliance with governmental regulation and Town policies.

Responsible for the procurement of capital goods, supplies, equipment and materials and ensures compliance with local, state or federal regulations, i.e. minority participation, Davis-Bacon Act, etc.

Maintains a purchasing card program including employee training, review of purchases for adherence to Town policies and procedures, and reconciliation of accounts.

Creates Requests for Proposals (RFPs) and solicits debt products for the acquisition of Town capital projects and goods. Analyzes proposal responses, makes appropriate recommendations, and creates resolutions and agenda items.

Prepares and submits loan reimbursement requests and reports in accordance with lender requirements.

Analyze departmental revenues and expenses to ensure budgetary accuracy. Entry of proposed and approved budgets as well as budget amendments into the financial system. Review of

meeting agenda and minutes for approved budgetary items.

Coordinate with various departments regarding in the creation of a Capital Improvement Plan (CIP). Assist departments in prioritizing the CIP in line with budgetary constraints.

Provide recommendations to financial management in regards to budget overruns and recommend corrective measures.

Cultivates and maintains relationships with the Town's vendors.

Coordinates the sale and disposal of the Town's surplus property, including the preparation of all associated resolutions and agenda items.

Prepares financial reports and statements to grantors, submits monthly and/or quarterly grant financials status reports and reimbursement requests.

Assists with the maintenance and review internal controls over grant and sub-recipient programs and activities.

Assists with internal and external grant audits. Assigns and maintains proper General Ledger codes relating to various grant and construction projects. Oversees grant-oriented general ledger accounts, journal entries, and trial balances.

Serves as the backup for the general duties of the Accountant, including General Ledger journal entries, bank deposits, and recording of revenue.

Performs other related duties as required.

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

Work requires considerable knowledge and experience in the theory, principles, methods and practices of municipal government purchasing, budgeting, project accounting, internal controls, and grant accounting.

Employee must be skilled in understanding, interpreting and applying relevant town, state and federal statutes, rules, ordinances, codes and regulations as they relate to purchasing, budgets, and grants.

Employee must have experience working with computer applications including Microsoft Office, including thorough knowledge of Excel.

Employee must have the ability to establish and maintain effective working relationships with all employees, governmental officials, outside agencies, superiors and others.

Employee must be able to work independently as well as a member of a team.

Experience with a governmental financial software package is desirable.

### **Physical Requirements**

Must be able to physically perform the basic functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, walking, pushing, pulling, fingering, grasping, feeling, talking and hearing, and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally and/or up to

10 pounds of force frequently, and/or a negligible amount of force to move objects.

Worker must possess the visual acuity to prepare and analyze data and figures, perform accounting tasks, operate a computer terminal, and read extensively.

Worker is subject to both inside and outside environmental conditions.

### **Desirable Education and Experience**

The position requires a Bachelor's degree in accounting, finance, public administration, or related field; or an equivalent combination of education and experience.

Professional experience in government purchasing, municipal budgeting, and grant financial administration is preferred with the ability to obtain certification in those areas of expertise.

### **Special Requirements**

Candidate must possess an acceptable valid NC Class C driver's license.

### **Fair Labor Standards Act (FLSA) Status**

Exempt

2017