

# **JOB DESCRIPTION**

**PROGRAM:** Administration & Planning

**JOB TITLE:** Purchasing Coordinator

**JOB CLASSIFICATION:** Fiscal Administrator II

**PAY GRADE:** 17

## **JOB SUMMARY**

Supporting STEP, Inc. and all of its Pathways to Success, this is highly responsible work in the fiscal administration of corporate financial systems, exercising initiative and independent judgment within the framework of existing policies, procedures, and precedents. Work involves applying prescribed accounting principles and techniques to the treatment of accounting transactions, and the preparation, maintenance and control of accounting documents, records, and systems. The position coordinates purchasing activities of the organization for procurement of goods and services such as raw materials, equipment, tools, parts, janitorial supplies, stationery supplies, etc. The position prepares financial status reports, reimbursement requests and invoices. The position assists in providing technical assistance to program directors on fiscal administration issues, in budgeting and monitoring, and in other areas of corporate fiscal administration, as assigned.

## **SUPERVISORY RELATIONSHIPS**

**Reports To:** Assistant CFO

**Supervises:** Not Applicable

## **MINIMUM QUALIFICATIONS**

- Bachelor's degree in accounting or finance with three years accounting experience which includes computerized fund accounting experience, or an equivalent combination of education and experience sufficient to demonstrate possession of the required knowledge, skills and abilities;
- Three years of purchasing experience preferred; and,
- Experience which demonstrates technological competence, including the ability to understand, capitalize upon, and enhance information systems within the framework of a complex computer network utilizing common word processing, electronic messaging, spreadsheet and database software.

## **GENERAL REQUIREMENTS**

- Professional knowledge and skill levels are kept up-to-date in order to meet the needs of the position;
- Valid driver's license and the daily availability of a vehicle carrying adequate insurance;
- Pennsylvania State Police Criminal History Clearance, Child Abuse Clearance, and FBI Clearance current within 90 days of employment; and Motor Vehicle Record check;
- Mandated Reporters of Child Abuse training completed within 30 days of hire;
- Clear speaking voice and the mental and physical ability to perform essential job functions without any health restrictions, including the ability to sit for long periods of time, and carry up to twenty pounds unassisted, and have unrestricted use of the upper body, finger dexterity, and corrected or uncorrected hearing and vision within normal ranges;
- Flexibility to work altered and nontraditional work schedules necessary to meet deadlines of the corporation; and,

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- ❑ Participation in job-related trainings, as assigned.

**SPECIFIC DUTIES**

- ❖ Maintain a centralized purchase requisition and purchase order system, which includes authorizing standing purchase orders, preparing new or large purchase orders and bid requests for management review &/or approval; checking invoices against purchase orders to approve payment and related administrative &/or clerical tasks required;
- ❖ Source, evaluate and recommend vendors; confer with vendors to establish payment terms and to obtain product or service information such as price, availability, and delivery schedule; maintain effective vendor relations; estimate values according to knowledge of market price;
- ❖ Select products for purchase by testing, observing, & examining items, in addition to working with various operations staff and management to establish an understanding of operational needs;
- ❖ Determine method of procurement such as direct purchase or bid and review bid proposals and negotiate contracts within established budgetary limitations and scope of authority in the fiscal policies and procedures;
- ❖ Maintain procurement and inventory records in an organized and readily accessible manner, such as items or services purchased, costs, delivery, product quality, performance, and utilization;
- ❖ Perform agency-wide inventory of goods as needed or directed;
- ❖ Assist supervisor in implementing and monitoring corporate procurement compliance procedures;
- ❖ Post accounting data, prepare routine adjustments, and maintain expenditure and budgetary control accounts on accounting systems;
- ❖ Provide specialized technical assistance to and act as a resource for program directors in the administration of their individual programs related to procurement, as assigned;
- ❖ Monitor sub-recipients, as assigned, and provide technical assistance to them in order to address any identified areas of noncompliance;
- ❖ Exercise initiative and independent judgment within the framework of existing policies, procedures, and precedents;
- ❖ Apply zero-based budgeting principles and practices in order to accommodate and analyze changes between accounting periods;
- ❖ Review and suggest changes to internal control procedures related to the position's area of responsibility;
- ❖ Prepare records and reports for annual corporate audit, as assigned;
- ❖ As needed, maintain automated and manual accounting systems including receivables, payables, journal ledgers, accounting record of receipts and expenditures, depreciation schedules, and other required accounting processes, documents, and transactions;
- ❖ Assist in the preparation of programmatic budgets and budget revisions, as assigned;
- ❖ Maintain positive relationships with STEP's internal and external customers, addressing conflict and disagreement in a positive and respectful manner;
- ❖ Cooperate in the operation of the Financial Management Department, providing support as appropriate and as needed; and,
- ❖ Perform other work/projects as needed or required.

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**REQUIRED KNOWLEDGE, SKILLS & ABILITIES**

- ❖ Knowledge of the following
  - Effective customer service principles;
  - Computerized fund accounting;
  - Understanding of grant rules and requirements under Uniform Guidance (2 CFR, Part 200) and all other related guidance, as well as generally accepted accounting principles applicable to the corporation; and,
  - Microsoft Office Suite, including but not limited to Microsoft Word, Excel, Access, Power Point and Publisher components.
- ❖ Skill in the following:
  - Writing, editing and communicating, including knowledge of English grammar, spelling and punctuation as they would relate to the production of reports, work plans, and other operational documents, as well as their use in communicating with a variety of individuals and groups;
  - Using a keyboard and personal computer;
  - Contract administration and monitoring; and,
  - Speaking, listening and interviewing.
- ❖ Ability to perform the following:
  - Analyze and interpret accounting and cost accounting records;
  - Develop and maintain the professional and administrative relationships necessary in providing fiscal guidance;
  - Assemble and prepare routine financial reports and statements;
  - Apply accounting principles to the solution of a variety of accounting or fiscal problems;
  - Perform detailed work with written or numerical data, and to make mathematical calculations with accuracy;
  - Prepare routine budgets;
  - Communicate effectively in writing and speaking; communicate effectively with individuals and large groups;
  - Soundly interpret and apply regulations and procedures;
  - Be creative, resourceful, and flexible;
  - Establish effective, collaborative partnerships with people from varied social, economic and educational backgrounds;
  - Collect, organize, analyze and process information accurately, quickly, and efficiently;
  - Identify and meet goals, objectives, outcomes and timelines within broad parameters and work independently of direct supervision;
  - Demonstrate respect for individuals and groups with varied cultural, racial, ethnic, religious, and linguistic identities or backgrounds;
  - Establish and maintain effective working relationships with staff, administrators, partnering agencies, customers, and the general public;
  - Implement administrative procedures and operations and evaluate their efficiency and effectiveness;
  - Maintain confidentiality at all times;
  - Work in a high-paced environment; and,
  - Prioritize complex and sometimes conflicting issues.