



## CITY OF BARTLESVILLE

### PURCHASING TECHNICIAN – ACCOUNTING & FINANCE

#### **JOB SUMMARY:**

Enters data into computer system; provides purchase order numbers to City departments; compares requisitions, items received and invoices with purchase order. Encumbers purchase orders; enters invoices for payment into computer; prepares checks. Scans and indexes all documents related to purchasing. Reviews and edits computer reports for accuracy and completeness; identifies area of discrepancy on reports; researches reasons for discrepancies. Establishes and maintains a variety of files and records. Deals with inquiries from vendors and City staff; acts as liaison with vendors. Reconciles vendor statements. Processes incoming mail. Updates payments to customer accounts. Creates and maintains computer spreadsheets. Regularly reviews open purchase orders for resolution. Monitors annual equipment leases for accuracy. Monitors expenditures to ensure compliance with any applicable contract or bids. Assists in preparing yearly budget. Performs other related duties as assigned.

#### **DESIRABLE QUALIFICATIONS:**

**Education and Experience:** Two to three years of progressively responsible related experience; or any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job. **Licenses and Certifications:** Valid State vehicle operator's license. **Knowledge of:** Must have working knowledge of Microsoft Excel and Word software; Principles, practices, methods and laws of governmental purchasing; Basic principles, practices and methods of governmental accounting; Recordkeeping, report preparation, filing methods and records management techniques; Correct English usage, including spelling, grammar, punctuation, and vocabulary; Standard business arithmetic, including percentages and decimals; Basic budgetary principles and practices; General office procedures, policies and practices, as well as basic knowledge of computer and other general office equipment; All computer applications and hardware related to performance of the essential functions of the job. **Skill in:** Using tact, discretion, initiative and independent judgment within established guidelines. Researching, compiling, and summarizing a variety of informational and statistical data and materials. Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction. Using a computer to accurately and rapidly enter and retrieve data and information. Communicating clearly and effectively, verbally and in writing. Preparing clear and concise reports, correspondence and other written materials. Typing 40 net words per minute. **Mental and Physical Abilities:** Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth. Ability to write reports, correspondence, procedure manuals. Ability to add, subtract, multiply and divide whole numbers, common fractions and decimals. Ability to deal with problems involving several concrete variables in standardized situations. Ability to establish and maintain effective working relationships with a variety of individuals. While performing the essential functions of this job the employee is regularly required to sit, reach with hands and arms, reach with hands and arms, speak and hear, and lift and/or move up to 10 pounds. While performing the essential functions of this job the employee is occasionally required to lift and/or move up to 30 pounds. **Working Conditions:** Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust. The incumbent's working conditions are typically moderately quiet. Must be able to work in a very stressful environment where constructive feedback from others is encouraged. Must not pose a direct threat or significant risk of substantial harm to the safety or health of himself/herself to others. Must be committed to a high standard of safety and be willing and able to comply with all safety laws and all of the City's safety policies and rules and must be willing to report safety violations and potential safety violations to appropriate supervisory or management personnel. Must maintain regular and acceptable attendance at such level as is determined in the City's sole discretion. Must be regularly available and willing to work such hours as the City determines are necessary or desirable to meet its business needs. Must be available and willing to work overtime per day or per week as the City determines is necessary or desirable to meet its business needs. Must be available and willing to work such weekends and holidays as the City determines are necessary or desirable to meet its business needs. Must be available and willing to travel to such locations and with such frequency as the City determines is necessary or desirable to meet its business needs.

**HOW TO APPLY:** Submit transfer request to Human Resources, second floor, City Center, 401 S. Johnstone Ave.

Accepting Transfer Requests and applications from June 1, 2017 through June 22, 2017 or until filled.

Salary varies depending upon qualification; salary starting at \$16.23 per hour.

#### **AN EQUAL OPPORTUNITY EMPLOYER**

City of Bartlesville

401 S. Johnstone / Bartlesville, Oklahoma 74003 / (918) 338-4277