

**LIFE MANAGEMENT CENTER OF NORTHWEST FLORIDA, INC.
JOB DESCRIPTION**

DATE ESTABLISHED: 05/31/2012
DATE LAST AMENDED:

TITLE OF POSITION: Purchasing Specialist II

POSITION NUMBER: 15-07

PROGRAM: Center Accounting

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS: High school graduate or equivalent. Proficiency in the use of an electronic calculator. Knowledge of general accounting procedures. Working knowledge and experience in the utilization of accounting and/or purchasing software in the performance of job duties. Working knowledge of Geneva accounting software preferred. Knowledge of cooperate purchasing procedures required. Minimum of five years of work experience in an accounting and/or purchasing environment required. One year of full-time business/accounting related academic study beyond high school from an accredited business school, technical school, university or college may be substituted for one year of required work experience. A maximum of two years of academic study may be substituted for two years of work experience.

Compliance with minimum standards for screening of mental health personnel as contained in F.S. 394.4572.

SUPERVISOR: Accounting Supervisor

POSITIONS SUPERVISED: None

SALARY MINIMUM: \$24,960

WAGE AND HOUR STATUS: Exempt xx
Non-Exempt:

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:*

ESSENTIAL FUNCTIONS: (Essential functions of this position are listed below. The position also includes additional functions as needed and/or assigned by supervisor.)

1. Maintain a variety of ledgers and journals as directed by the Accounting Supervisor
2. Prepare purchase orders, solicit bids proposals, and review requisitions for goods /services for

* Expectations regarding quality and quantity of work are further delineated in the criteria-based performance appraisal.

correctness, compliance with agency purchasing policy compliance.

3. Assist in preparation of reports for state auditors and prepare various reports for the local CPA.
4. Monitor and follow applicable laws, regulations, and corporate policy to insure agency compliance with contracts and policies as it relates to purchasing.
5. Compile purchase orders, invoices, shipping and other supporting documentation for prompt payment preparation.
6. Prepare and/or assist in the distribution of payments to vendors.
7. Confer with staff, users and vendors to discuss defective or unacceptable goods or services and determine corrective action.
8. Serve as the primary liaison between the agency and its vendors.
9. Ability to work independently and maintain a good working relationship with vendors and agency staff.
10. Assist the agency and its staff to purchase the highest quality merchandise at the lowest possible price.
11. Oversee the collection, maintenance and recording of Vendor information.
12. Prepare cooperate 1099s.
13. Assist in the supervision of the Central Accounting's internship position(s).

Physical Requirements:

Activity	Expectation
Standing	<input type="checkbox"/> <i>Minimal</i> <input checked="" type="checkbox"/> <i>Moderate</i> <input type="checkbox"/> <i>Frequent</i>
<input checked="" type="checkbox"/> Sitting	<input type="checkbox"/> <i>Minimal</i> <input type="checkbox"/> <i>Moderate</i> <input checked="" type="checkbox"/> <i>Frequent</i>
<input checked="" type="checkbox"/> Driving vehicles	<input checked="" type="checkbox"/> <i>Minimal</i> <input type="checkbox"/> <i>Moderate</i> <input type="checkbox"/> <i>Frequent</i>
Lifting and/or Carrying	<input type="checkbox"/> <i>Minimal</i> <input checked="" type="checkbox"/> <i>Moderate</i> <input type="checkbox"/> <i>Frequent</i>
Bending and/or Stooping	<input type="checkbox"/> <i>Minimal</i> <input checked="" type="checkbox"/> <i>Moderate</i> <input type="checkbox"/> <i>Frequent</i>
Climbing Stairs and/or Ladders	<input checked="" type="checkbox"/> <i>Minimal</i> <input type="checkbox"/> <i>Moderate</i> <input type="checkbox"/> <i>Frequent</i>
Walking or Moving (between offices, other facilities, etc.)	<input checked="" type="checkbox"/> <i>Minimal</i> <input type="checkbox"/> <i>Moderate</i> <input type="checkbox"/> <i>Frequent</i>
Other (lift above waist/reaching etc., please explain)	<input checked="" type="checkbox"/> <i>Minimal</i> <input type="checkbox"/> <i>Moderate</i> <input type="checkbox"/> <i>Frequent</i>

* Expectations regarding quality and quantity of work are further delineated in the criteria-based performance appraisal.

Speaking:

☒ **Yes**

☐ **No**

Hearing:

☒ **Yes**

☐ **No**

Reading Comprehension:

☒ **Yes**

☐ **No**

**Repetitive motion with hands, wrists, arms
(e.g keyboard, typing, handwriting, etc.)**

☒ **Yes**

☐ **No**

Ability to lift and carry up to 15 pounds.

Ability to handle stressful situations: ☐ **Minimal** ☒ **Moderate** ☐ **Frequent**

	<i>Infrequent</i>	<i>Occasional</i>	<i>Frequent</i>	<i>N/A*</i>
<i>Travel Same Day</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Travel Overnight</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Overtime (Non-Exempt only)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Holidays/Weekends</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Shift Work (PMs/Midnights)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**** Not Anticipated***

Copy received by:

_____ **Date** _____