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| **Classification Title:** Purchasing Coordinator |  |
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| **Employment Status:** | Full-Time |  | **Reports To:** | Fiscal Officer |
| ***FLSA Status:*** | Non-Exempt  |  | ***Supervises:*** | None |
| ***Exemption Type:*** | N/A |  |  |  |
| ***Civil Service Status:*** | Unclassified 124.11 [A] 8 |  |  |  |

## POSITION SUMMARY

The role of the Purchasing Coordinator is to process all payments for the MHARS Board of Lorain County and all of the duties associated with assuring and maintaining accurate financial data.

### Essential Duties and Responsibilities

*To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for persons covered by the Americans with Disabilities Act, in accordance with its requirements.*

* Responsible for organizing and managing the purchasing process of the MHARS Board; creating and maintaining vendor profiles, purchase orders, vouchers, verifying cash balances and processing invoices for payment.
* Ensures that new vendors complete all information required for payment processing and verifies current vendors remain compliant.
* Processes and tracks purchase orders to ensure all documentation is accurate and complete.
* Processes vendor payment vouchers and monitors accounts receivable and payment terms.
* Monitors account balances and ensures that funds are available and in appropriate accounts to allow for payment.
* Audits and processes employee expense reimbursement requests in accordance with the MHARS Board’s guidelines.
* Manages relationships with existing suppliers and evaluates potential new suppliers for quality, reliability and cost-effectiveness.
* Oversees the receipt of purchased goods, verifying quantities and quality and addressing any discrepancies with suppliers.
* Implements and maintains purchasing policies and procedures to ensure compliance with MHARS Board and grant policies and procedures.
* Directly responsible for the accurate dissemination, tracking and reconciliation of petty cash funds and MHARS Board credit cards.
* Performs other related duties as required.

### Behaviors and Characteristics

* **Innovative Thinking** - Must be able to prioritize, think through and address issues that may impact ability to successfully deliver to all stakeholders.
* **Professionalism and Composure** – Able to project a professional, composed demeanor in all situations especially during stressful times, in a way that builds harmony and promotes relationships.
* **Interpersonal and communication skills** - Able to communicate effectively with a wide variety of personalities, including MHARS Board staff, vendors, external providers and the public with an emphasis on rapport-building and listening skills. Expresses ideas and opinions effectively and diplomatically.
* **Flexibility**- Available to assist and troubleshoot issues for those needing assistance. Remains composed

when interruptions or delays in requested responses occur. Ability to adapt to new and changing information and environments.

* **Team player** -  Able to handle multiple tasks and work collaboratively with others to identify problems, resolve issues and develop solutions.
* **Accountable** - Accepts personal responsibility for all areas of the position: keeps commitments and meets deadlines. Does not make excuses for work errors or problems, and can keep confidences and protect sensitive information. Able to manage multiple assignments well, prioritize and execute tasks under pressure.
* **Compliance** – Maintains compliance with all internal and external policies, procedures and regulations that affect the MHARS Board including confidentiality of personal health and other information.

### Physical Demands

While performing the duties of this job, the employee frequently sits for extended periods of time, and occasionally stands and walks. The employee regularly exhibits digital dexterity when entering data into computer. Vision demands include close, relatively detailed vision when focusing on a computer screen. Employee converses verbally with others in person and by telephone. The employee occasionally lifts varying weights of up to twenty-five (25) pounds when moving files, boxes, equipment and supplies.

### Equipment Operated

Computer, telephone, fax machine, copier, calculator, postage machine and other general office equipment.

### Working Conditions

The employee is exposed to normal office working conditions of moderate noise levels.

### Qualifications

Associate’s Degree (preferred) in accounting, finance or other related discipline. Bookkeeping knowledge or related experience.

### Licensure or Certification Requirements

State Motor Vehicle Operator’s License or demonstrable ability to gain access to worksite.

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| *This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling the position, who will be required to follow instructions and perform any duties required by the employee’s supervisor or designee.* |
| **EMPLOYEE UNDERSTANDING & AGREEMENT** |
| *I understand and will effectively perform the duties and requirements specified in this position DESCRIPTION.* |
|  |  |  |
| ***Employee Signature*** |  | ***Date*** |
|  |
|  |  |  |
| ***Supervisor Signature*** |  | ***Date*** |