

MIDDLETOWN AREA SCHOOL DISTRICT

TITLE: Procurement Agent

REPORTS TO: Chief Financial Officer

JOB SUMMARY: Oversee the purchase of all equipment and supplies for the District with the aim of obtaining the best possible pricing while following all established rules and guidelines. Maintain the District's capital assets inventory.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Serve as the primary point of contact for the purchasing portion of the District's financial software and provide training on its use. Create and maintain purchasing workflows, as directed by the Chief Financial Officer. Respond to inquiries of staff and administration regarding purchasing procedures and procurement guidelines.
2. Process purchase requisitions after securing administrator authorization and verifying account codes entered into the financial software to ensure the proper use of District funds. Analyze requisitions for historical trends and compliance with budget constraints. Distribute purchase orders to vendors.
3. Maintain records for procurement cards issued to employees. Disseminate monthly statements to users. Reconcile statements, verifying the accuracy of the supporting documentation and assigning account codes, as needed. Prepare information for posting in the District's financial software as a manual payment.
4. Process purchase requisitions entered into online vendor systems within assigned limits. Utilize the District's procurement card as payment for the items in order to expedite processing and maximize the District's rebate opportunities.
5. Monitor open purchase orders and address items that have not been delivered or encumbrances that have not been closed.
6. Maintain updated master supply lists, bid specifications and bid award documents. Research cooperative purchasing opportunities. Maintain records on participation in joint purchasing arrangements. Obtain price quotes and prepare bid specifications to maintain compliance with laws and regulations. Assist with the tabulation of bids and selection of vendors to obtain the best pricing.
7. Communicate with vendors regarding School Board policy, laws and regulations related to procurement. Evaluate vendors to determine their capability to perform to established specifications. Analyze discrepancies with vendor accounts. Negotiate with vendors to resolve purchasing issues and to ensure that purchases are made within School Board policies, and other laws and regulations.
8. Maintain familiarity with purchasing guidelines for federal and state grant programs. Verify that the District is not prohibited from doing business with vendors in accordance with Federal grant funding restrictions. Provide assistance to other staff and administrators with procurement using grant funds.

9. Serve as the custodian for documents obtained as part of the purchasing process, including Requests for Proposals; bid documents; purchase orders; contracts; and agreements. Monitor the filing and disposal of District records in accordance with School Board policy.
10. Maintain certified payroll records for construction projects. Verify employees on certified payroll with those listed on the shared file spreadsheet.
11. Verify the amount and complete daily deposit slips for all cash and checks received the previous business day. Give locked deposit bag to the courier for delivery to the District's bank.
12. Maintain the District's capital assets inventory in the District's financial software. Calculate depreciation in accordance with GASB Statement No. 34. Perform routine inspections to verify that assets are located where scheduled. Update inventory records when assets are relocated. Direct the disposal of all capital assets in compliance with School Board policy, laws, regulations, and accounting standards. Track equipment for items purchased with federal dollars.
13. Cooperate with Operations Department personnel to open new, expanded, or remodeled schools, classrooms, or offices to ensure that furnishings, equipment, and supplies are in place in accordance with construction timelines and budget constraints. Maintain certified payroll records for construction projects and verify that employees on certified payroll records are on the shared file spreadsheet. Coordinate the delivery and installation of capital asset purchases.
14. Maintain records of the District's utility use. Distribute information to the District's energy providers or consultants.
15. Assist in the development of the District's general fund budget, including compiling requisition information to be disseminated to employees, estimating utility consumption and coding budget request documents for eventual upload into the District's financial software.
16. Maintain certificates of insurance distributed by the District to third parties and received from vendors. Compile loss reports for all property and liability claims for submission to the District's insurance broker.
17. Assist in the performance of the accounts payable function, including reviewing invoices for calculation accuracy and assigning account codes. Complete and disseminate District's tax exempt form, as required. Match accounts payable checks that have been processed for payment with original source documents to provide secondary review and enhance internal control environment.
18. Serve as a backup contact for the District's tax hotline and the collection of District taxes.
19. Assist in the development of accounting policies, processes and procedures to meet the District's goals and objectives in compliance with local, state and federal regulations and to maintain an effective internal control structure. Assist in the implementation of systems to ensure proper accounting of transactions in the District's records. Assist in maintaining the District's chart of accounts.
20. Participate in meetings, workshops, and seminars for the purpose of obtaining information relevant to the performance of the primary duties and responsibilities.
21. Perform other duties as assigned by the Chief Financial Officer.

- QUALIFICATIONS:** Four (4) years of experience in procurement, preferably in public education
Associates degree in accounting or business or equivalent additional experience in a business office environment with high school diploma or equivalent required
Certification as a Pennsylvania Registered School Business Specialist (PRSBS) for Purchasing/Materials Management desired
Must possess accounting and general business knowledge
Submission of pre-employment medical examination
Submission of a report of criminal history record from the Pennsylvania State Police
Submission of FBI Criminal History Record
Submission of a child abuse clearance report from the Pennsylvania Department of Public Welfare
Submission of sexual misconduct/abuse disclosure release forms
Such alternatives to the above qualifications as the Board may find appropriate and acceptable
- PHYSICAL DEMANDS:** Ability to reach above and below the waist
Ability to use fingers to pick, feel and grasp objects
Ability to use both hands for repetitive motion
Some bending, stooping and twisting of the body
Ability to lift and/or carry supplies and/or paper weighing up to 20 lbs
Ability to mostly sit with some standing or walking/moving throughout the work environment
- SENSORY ABILITIES:** Visual acuity
Auditory acuity
- WORK ENVIRONMENT:** Typical office environment
Subject to inside environmental conditions
- TEMPERAMENT:** Must possess excellent interpersonal skills
Must possess physical and mental stamina to work under stress
Must have ability to handle difficult calls and interactions appropriately
Must be capable of complying with confidentiality requirement
Must be cooperative, congenial and service-oriented
Must be able to work as part of a team
Must be able to work in an environment with frequent interruptions
Must be self-motivated
- COGNITIVE ABILITY:** Ability to follow written and verbal directions
Ability to read and write
Ability to communicate effectively
Ability to organize tasks
Ability to handle multiple tasks
Ability to exercise good judgment
- SPECIFIC SKILLS:** Must possess leadership skills
Must exhibit proficiency in computer skills, including Microsoft Office
Must possess business and general office skills

Ability to operate office equipment

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)