



Finance Purchasing Technician

- **Type:** Full Time
- **Department:** Finance
- **Reports to:** Finance Director
- **Starting Salary:** \$ 19.00/hour - \$21.00/hour. An extensive benefit package including health, dental, life insurance, and defined benefit plan is also offered.
- **Date:** 2/10/2025 until filled

JOB SUMMARY: This position provides technical support for the procurement of goods and services for the City of Cornelia

DUTIES:

- Obtains formal and informal quotes for goods and services
- Negotiates prices to ensure value
- Prepares, processes, and issues purchase orders; maintains all required documentation
- Coordinates Purchasing Card (P-Card) activities with department managers; manages request for cards with managers as needed and monitors monthly activity by end users
- Develops innovative processes for securing services for the city; research & locates new vendor sources
- Prepares or completes various forms, reports, correspondence, requests for proposal, invitations for bid, project reports, contract status reports, bid results, budget documents, goals/objectives, or other documents
- Maintains supply rooms; orders and stocks supplies and materials; issues items to departments and maintains related records
- Processes purchase orders for accounts payable
- Maintains and updates purchasing software system
- Reconciles vendor statements
- Answers telephone and greets visitors
- Takes payments and helps customers as needed
- Performs other duties as assigned

Education and Experience:

- High school diploma required
- Some post-secondary education preferred
- More than two years of related experience required

Knowledge, Skills, and Abilities:

- Knowledge of purchasing methods and competitive bid processes in a procurement environment, as well as general purchasing procedures and guidelines
- Knowledge of applicable federal, state and local purchasing laws and regulations
- Ability to multitask in a demanding environment
- Has the ability to compile, organize, prepare, and maintain an assortment of records, reports, and related information
- Ability to work effectively and efficiently as part of a team environment, while providing courteous and professional service to City employees and the public
- Skill in the operation of modern office equipment and computer software
- Ability to understand and follow oral and written instructions
- Ability to communicate clearly and effectively, orally and in writing
- Skill in problem solving and decision making
- Skill in the provision of customer services

PLEASE NOTE:

1) All inquiries and applications should be obtained from Cornelia City Hall, 181 Larkin Street, Cornelia, GA 30531 or through our website www.cornelia.city

2) Current employees wishing to apply for a transfer are expected to complete an application and will be notified by Human Resources if chosen for an interview

3) Must be able to pass background, credit check and drug/alcohol screen. The City of Cornelia is an Equal Opportunity Employer.

4) This class specification should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbent may be requested to perform job-related responsibilities and tasks other than those stated in this specification.

An application must be submitted, even if a resume is included.

Applications may be submitted to Cornelia City Hall or emailed to Human Resources at lcannon@cornelia.city.