
JOB TITLE:	PURCHASER
DEPARTMENT:	FINANCIAL
REPORTS TO:	CITY ACCOUNTANT
POSITION NUMBER:	A15100-06
STATUS:	EXEMPT

POSITION SUMMARY

This is a clerical and administrative position, with a supervisory role for the Accounts Receivable and Customer Service staff, responsible for a variety of tasks concerning accounts payable, the collection of payments for all City departments, month-end utility billing, work order write ups and keying, greeting and answering the questions of general public.

MAJOR DUTIES AND RESPONSIBILITIES

- Process invoices and water deposit refunds for payment
- Make sure all invoices have the required coding and approval by each department before payment is disbursed
- Print checks and make sure all checks are signed before processing for mailing
- Maintain Vendor File
- Maintain Vendor W-9 file
- Assign PO numbers and update PO system
- Assist staff with coding of expenses & expenditures
- Supervise and oversee the Accounts Receivable Supervisor and Customer Service Reps and their duties including the receipt of taxes and water billing revenues
- Approve billing and payment adjustments including water leak adjustments
- Authorize and Set up Customer Payment Plans and Arrangements
- Maintain and keep Postage Meter up to date including loading postage as needed
- Maintain Petty Cash Drawer and Reconciliation
- Set up new users for Office Depot's website with login and password
- Backup for the front customer service desk

- Performs other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of accounting principles and practices with an emphasis in accounts payable, modern office practices and procedures. Knowledge of principles and practices of supervision, organizational techniques, and staff management. Skilled in the use of computers, Microsoft Office, Accounting Software & Excel; operation of Calculator and other modern office equipment. Ability to plan, assign, supervise and review the work of assigned personnel; develop, implement, and maintain Total Quality Service processes; interpret, explain, and follow complex policies; make arithmetic calculations rapidly and accurately; communicate clearly and concisely both verbally and in writing. Ability to establish and maintain effective working relationships with the general public, co-workers, city officials, regulatory agencies and personnel and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, sexual orientation or political affiliation. Ability to serve the public and fellow employees with honesty and integrity in full accord of all city ethics and conflicts of interest policies.

MINIMUM QUALIFICATIONS

Three (3) years increasingly responsible professional work experience in finance or accounting including one (1) year in a lead or supervisory capacity

Graduation from a two-year college in accounting, finance, public or business administration preferred, or related field may be used in combination with experience to meet the necessary minimum qualifications, or equivalent combination of experience and training

Valid Georgia Driver's License must be maintained during employment

The City of Auburn is an Equal Opportunity Employer, Drug Free Workplace, and Georgia Certified Work Ready City.