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SUITE 158, TAMPA, FL 33614
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JOB DESCRIPTION

POSITION TITLE: Procurement Specialist

FLSA STATUS: Non-Exempt

PAY RATE: \$20.51 per hour

DEPARTMENT: Finance

DATE: February 12, 2019

POSITION SUMMARY

The Procurement Specialist serves as the organization's representative for the Finance Department on procurement issues and procedures. This position purchases materials, equipment, supplies, and services using the purchase order system and related software in compliance with ELCHC purchasing policies and procedures. This position also assists with processing Voluntary Pre-kindergarten (VPK) and School Readiness (SR) provider payments and reporting requirements for the assigned program, including data entry, monthly attendance roster processing, disbursements reconciliation and ensuring a timely response to provider payment related requests.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Review and process purchase requisitions in conformance with ELCHC purchasing policies and regulations
- Determine appropriate method to process requisition based on dollar amount, timeliness, existing open contracts, and/or competitive bidding
- Collaborate with all departments to prepare bid specifications, legal advertisements, formal bid invitations, or requests for proposals; receives and analyzes bids, quotes, proposals, and awards
- Maintain eligible vendors list and determines appropriate vendor to procure supplies, equipment, and services; maintain files of purchasing records
- Train team members on purchasing procedures and processes
- Resolve inquiries regarding purchasing issues with departments and/or vendors.
- Assist with administration of credit card program
- Assist with processing VPK and SR provider payments and reporting requirements for the assigned program; enter reimbursement/provider payment data into the statewide portal
- Research, review and process adjustments for provider payments
- Generate financial reports as needed
- Perform other duties as assigned

SUPERVISORY RESPONSIBILITIES

None.

QUALIFICATIONS

- An Associate degree from an accredited institution in accounting, finance or closely related field
- Minimum 2 years of experience in financial recordkeeping with a focus on procurement preferred
- Solid ability to analyze situations carefully and adopt appropriate courses of action
- Proven, high quality customer relationship skills
- Excellent inter-personal skills
- Ability to work collaboratively in a deadline- driven, fast-paced environment with changing priorities
- Intermediate skills with Microsoft Office Products
- This position requires successful completion of the level 2 background screening standards as set forth in s. 435.04, F.S.

Physical Activity/ Work Conditions

- **Work Environment:** This job operates in a general office setting. This role routinely uses standard office equipment such as computers, phones, copiers/fax machines. While performing the duties of this job, the employee frequently interacts with staff, vendors, and the public in person and via telephone and email.
- **Physical Demands:** While performing the duties of this job, the employee will be required to sit for prolonged periods, at a desk, utilizing a computer and reviewing online and paper documents. The employee will also be required to lift and move up to 25 pounds and occasionally lift and move up to 50 pounds.
- **Position Type and Expected Hours of Work:** This is a full-time position. Standard hours of work are Monday through Friday, 8:30 a.m. to 4:30 p.m. (37.5 hour workweek), however evening and weekend hours will be required.

The statements in this Job Description are intended to describe the general nature and minimum level of work required. The content should not be construed as a complete list of all duties, responsibilities and skills required to meet the criteria for this position. Upon request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Early Learning Coalition of Hillsborough County does not discriminate against employees or clients based on race, color, religion, gender identity or expression, sexual orientation, national origin, age, disability, marital status, familial status or any other characteristic protected by Federal and State law. The coalition will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990, as Amended (ADAAA). We recruit, employ, train, compensate, and promote without regard to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, disability, veteran status, or any other basis protected by applicable federal, state or local law.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This document does not create an employment contract, implies or otherwise, other than an "at will" relationship.