

Marion County Board of County Commissioners

POSITION DESCRIPTION



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

ADMINISTRATIVE BUSINESS SPECIALIST

Department: Procurement
Pay Grade: 110
FLSA Status: Non-Exempt
Job Class: 6059
Risk Code: 8810

JOB SUMMARY

Responsible for serving as a lead for other Business Service Specialists performing same functions and for addressing issues as they arise and assisting in the development of policies and procedures for the accounting functions within the department.

ESSENTIAL JOB FUNCTIONS

- Performs advanced-level purchasing duties related to procurement for multiple County departments.
- Analyze requisitions and checks for compliance statutes, regulations, and policies.
- Oversees the processing purchase orders and invoices for multiple county departments, which includes data verification from the last processed invoice and checking contracts for date validation and pricing.
- Reviews, prepares, and approves transactions within established dollar limits and guidelines.
- Interprets, explains, and applies complex policies and procedures.
- Researches, identifies, evaluates, supports, and resolves discrepancies.
- Oversees operation of the P-card program for the county, which includes ordering new p-cards and replacement cards and processing all maintenance requests for all county departments.
- Assists in developing new policies and procedures for accounting functions within the department.
- Completes Purchase Order change order forms in the absence of Procurement Manager.
- Tracks staff hours, vacation time, and sick time.
- Assists Procurement Manager with all HR paperwork.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.

- Performs other related job duties as assigned.

SUPERVISION

This position supervises Business Service Specialist employees and is under the direct supervision by the Procurement Manager.

QUALIFICATIONS

Education and Experience:

Associate's Degree in Accounting or equivalent; and five (5) years' accounting experience; or an equivalent combination of education and experience.

Licenses or Certifications:

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to calculate figures and amounts such as discounts, interest, commissions, percentages, and volume.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, and percent and ability to draw bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.
- Ability to interpret complex and detailed technical data.
- Ability to explain records and procedures to others as lead worker.
- Ability to study manual work processes to determine most effective methods for essential tasks.
- Knowledge of the functions, operations, and structure of County departments.
- Knowledge of computers and other office equipment.
- Knowledge of the principles and practices of accounting.
- Skills in organization and task prioritization.
- Ability to work efficiently and accurately in an atmosphere of frequent interruption.
- Ability to maintain records, logs, and computer programs relating to all accounts payable and accounts receivable information.
- Ability to perform secretarial and clerical duties with speed and accuracy without immediate and constant supervision.

- Ability to work independently and to carry out assignments to completion with minimum instructions, adhere to prescribed routines and practices, maintain records, and to make reports requiring accuracy.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

PHYSICAL DEMANDS

The work is sedentary work which requires exerting up to 50 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. While performing the duties of this job, the employee will occasionally be required to use hands to finger, handle, or feel, reach with hands and arms, climb or balance; will regularly be required to stand, walk, and sit; and will frequently be required to talk and hear.

WORK ENVIRONMENT

Work is performed primarily in an indoor environment with limited exposure to adverse environmental conditions.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.