



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.

BUSINESS SERVICES SPECIALIST

Department: Procurement
Pay Grade: 106
FLSA Status: Non-Exempt
Job Class: 6208
Risk Code: 8810

JOB SUMMARY

Responsible for professional accounting and purchasing, involving the maintenance, review, processing of financial records for a variety of departments. This classification performs advanced and complex work in maintaining the assigned projects, processes, and tracking and reporting requirements of the assigned department.

ESSENTIAL JOB FUNCTIONS

- Works directly with departments to ensure all departmental accounting goals are met in a timely and consistent manner.
- Maintains computerized internal fiscal tracking system.
- Processes all invoices for accounts payable.
- Maintains computerized internal tracking system for all purchases.
- Maintains and reconciles computerized inventory. Ensures supplies are properly coded to correct accounts.
- Works with the departments to ensure all project draw requests, change orders, etc. are correct and processed in a timely manner.
- Prepares and processes purchase orders for the acquisition/replenishment of routinely needed supplies.
- Maintains communication with each department and serves as a liaison between each department and their finance representative.
- Assists in the development and implementation of a historic records management system.
- Tracks purchases in process to ensure timely receipt, matching to purchase order, and receipt of correct orders.
- Prepares requisitions, change orders, procurement card reconciliation reports, budget amendments and other accounting, and purchasing and inventory paperwork as necessary.
- Balances and reconciles accounts receivable ensuring that information is consistent and accurate between financial systems.

- Researches and resolves all receivable and payable problems. Works closely with vendors and departments to correct any disputes for quick resolution.
- Prepares and reviews various financial reports and records.
- Assists with monitoring of the budget and processing budget amendment requests.
- Utilizes different computer programs will perform word processing and extensive data entry.
- Prepares, researches, maintains, and monitors up to date technical information as required.
- Develops change methods to current procedures and monitors outcome.
- Takes phone calls and answers any questions from departments or vendors regarding invoice payments.
- Processes requisitions and other purchasing tasks according to established procedures.
- 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 occasionally functions as a lead worker over a small group of employees in absence of the designated lead worker or supervisor.

QUALIFICATIONS

Education and Experience:

Associate's Degree in Accounting or equivalent; and three (3) years' accounting/bookkeeping experience e.g. payment reconciliation, invoice verification, payment processing, requisition of goods/services; contracts and/or public procurement 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 and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively with customers or employees of organization.
- 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 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.*