

IMPERIAL COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR OF PURCHASING/ACCOUNTING

BASIC FUNCTION:

Under direction of the Vice President of Business Services: plan, organize, coordinate, and direct the District's purchasing, accounting and warehouse functions including: the procurement, storage and distribution of materials, supplies and equipment; fixed assets and inventory control systems; purchasing card; student fee payment plans, college credit card payment processing and general accounting and budget adjusting entries. Supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:

Plan, organize, coordinate and direct the District's procurement of a wide variety of materials, supplies, equipment and services in accordance with State and federal laws and regulations as well as established District policies and procedures.

Plan, organize, coordinate and manage the District's warehouse function to assure the availability of frequently used materials, supplies and equipment; oversee the purchase, storage and distribution of items to appropriate departments; establish the standards for stock equipment and supply items.

Coordinate purchasing and warehouse functions with other District departments and personnel; provide technical expertise regarding the procurement of requisitioned goods and services; recommend the most efficient and cost-effective products or procurement method.

Develop, implement and monitor purchasing policies and procedures for the District to assure optimum efficiency and compliance with applicable statutes; research, evaluate and implement automated systems and programs to facilitate the purchasing and warehouse functions; initiate, evaluate and renew maintenance agreements.

Oversee and participate in the purchase of goods and services for the District; verify accuracy and completeness of information and required authorizations; determine appropriate sources of supply; obtain current information regarding price and availability and assure conformance to defined specifications.

Oversee and participate in the formal bid process, assuring compliance with applicable laws and policies; place ads for open bids and participate in formal bid openings; tabulate and analyze results and make recommendations regarding the award.

Communicate with other administrators, vendors, State and government agencies and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information; interview prospective vendors and suppliers and evaluate products and services offered.

Design, plan and implement the college's purchasing card procurement system

Plan, organize and perform a variety of accounting and budgeting functions; coordinate, prepare, analyze, audit and monitor financial and fiscal-related reports and claim.

Participate in the development of automated purchasing/accounting system upgrades and enhancements.

Provide support, training and general backup for accounting operations; provide assistance to specially funded projects.

Perform special projects involving budget or accounting analysis; assist in preparing financial and statistical reports for budget, audit, and administrative support; assist in preparing, reviewing, monitoring and analyzing budgets for an assigned set of accounts.

Maintain income records and monitor the collection of monies due; assure accounts receivable are billed accurately and collected in a timely manner.

Plan, coordinate and implement an inventory control system and capitalization of fixed assets.

Coordinate, monitor and reconcile the college's credit card student fee payment system.

Develop and prepare the annual budget for the purchasing and warehouse functions; analyze and review budgetary and financial data; prepare justifications, proposals and recommendations concerning fiscal resources; control and authorize expenditures in accordance with established limitations, District policies and State laws and regulations.

Attend or chair a variety of meetings; participate in committees, task forces and other work groups in support of new programs and initiatives.

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of subordinates.

Participate in seminars, workshops and conferences to maintain current knowledge in the field and network with peers.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of the purchasing/warehouse function.
Principles, practices, laws and regulations related to public sector procurement.
Sources of supply, market practices, and pricing methods and differentials.
Warehouse operations, procedures, equipment and terminology.
Receipt, inspection, storage, handling, distribution and inventory control methods used in a warehouse.
Automated accounting, auditing and budgeting systems and programs.
Formal bid processes and procedures.
District organization, operations, policies and objectives.
Oral and written communications skills.
General Accepted Accounting Principles.
Capitalization of fixed assets and inventory control systems.
Financial analysis and projection principles and techniques.
Principles and practices of management, supervision and training.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and diplomacy.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Budget preparation, adjustments, monitoring and control.

ABILITY TO:

Plan, organize, coordinate and administer programs, services, activities and functions related to the District's purchasing and warehouse function.
Prepare complex accounting records and transactions.
Procure a variety of materials, supplies, equipment and services typically used at a community college, observing established laws, regulations, policies and procedures.
Manage a warehouse and assure proper storage, distribution and inventory control of stock equipment and supply items.
Work independently with minimal direction.
Evaluate market prices and oversee the formal competitive bid process.
Write complex specifications, formal bid and contract documents.
Provide technical expertise to others regarding purchasing policies and warehouse operations.
Communicate effectively both orally and in writing.
Read, interpret, apply and explain codes, rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of records and files related to purchasing and warehouse activities.
Supervise and evaluate the performance of assigned staff.

EDUCATION AND EXPERIENCE: Any combination equivalent to: a bachelor's degree in accounting, business or public administration, finance or closely related field and five years of increasingly responsible experience in community college or school district accounting, budgeting and related fiscal activities.

WORKING CONDITIONS: Duties are primarily performed in an office environment while sitting at a desk or computer terminal. Incumbents are subject to constant interruptions and demanding time lines.

PHYSICAL DEMANDS: Must sit for long periods of time, use hands and fingers to operate an electronic keyboard, calculator or other office machines; see to read fine print; speak clearly and distinctly to answer telephones and to provide information; hear and understand voices over telephone and in person; lift, carry and/or move objects weighing up to 25 pounds.