

**PURCHASING AND ACCOUNTS PAYABLE CLERK – TOWN OF CHILI**

Code No. 5-16-030

COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a clerical support position in the Town's Highway/Public Works Department responsible for purchasing and accounts payable duties. The work involves voucher preparation, bid tracking, contract administration, budget management, fixed asset management and permit issuance and tracking. The employee reports directly to and works under the general supervision of an administrative-level staff member. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Prepares vouchers for the department, verifies purchases, and pricing including tracking State and County bid prices;

Prepares capital project and grant program vouchers;

Places orders for materials, goods and services using basic purchasing techniques;

Issues and tracks highway work permits;

Performs fixed asset management activities;

Tracks and keeps current registration and insurance coverage for the department's fleet of vehicles;

Receives applications for, issues and tracks permits for Town radio and fuel storage facilities;

Monitors contracts with outside agencies or vendors to ensure timeliness and compliance;

Maintains related purchasing, inventory and accounts payable records and reports;

Operates standard office equipment including computer for database manipulation and maintenance, photo copier, fax machine, etc.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of office terminology, practices and procedures; good knowledge of the function, mission and goals of the public works department and the Town; good knowledge of municipal purchasing practices and techniques; good knowledge of fixed asset inventory principles and techniques; good knowledge of business mathematics and English; ability to maintain record and reports; ability to operate a computer for database management and manipulation; ability to operate standard office equipment; organizational ability; ability to effectively prioritize and adjust workload; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships; good judgment; attention to detail; integrity; initiative; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus four (4) years paid full time or its part time equivalent experience involving responsibility for purchasing and receiving goods and supplies, at least two (2) years experience must have involved reconciling accounts payable.

**SPECIAL REQUIREMENTS:**

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

**ADOPTED:** December 11, 2007