

JOB ANNOUNCEMENT

The Oklahoma Department of Commerce is the primary economic development entity in the state. Our mission is to create and deliver high-impact solutions that lead to prosperous lives and communities for all Oklahomans.

Qualified applicants must submit a resume, cover letter and a list of reference sources to Human Resources. Send via email to recruiter@okcommerce.gov

Review of documents will begin immediately. **Deadline is February 18, 2019.**

POSITION: Procurement Specialist
DIVISION: Financial Services
SUPERVISOR: Rhonda Lincoln
JOB LOCATION: Oklahoma City
SALARY: \$45,000 - \$50,000
JOB NUMBER: J-680B

JOB DESCRIPTION & FUNCTIONS:

The Procurement Specialist responsibilities include technical and administrative support related to the contracting and procurement of goods and services for the Oklahoma Department of Commerce (ODOC).

- Prepares purchase order and procurement documents, and maintains procurement files within the rules and guidelines of the Central Purchasing Act, OMES, and ODOC.
- Enters purchase requisitions into the Agency's financial system. Assigns correct account codes and budget years. Ensures that requested purchase orders are issued correctly and timely. Ensures that invoices are approved and submitted for payment in a timely manner.
- Assists vendors with invoicing/purchasing issues. Monitors the status of outstanding purchase orders in order to unencumber funds at the end of the fiscal year. Communicates with vendors regarding outstanding invoices.
- Stays current and follows all state and federal rules and regulations pertaining to purchasing and financial management.
- Performs other budget, procurement and financial reporting work as required and will assist with the indirect cost plan.
- Responsible for purchase card transactions for the agency. Adheres to P-Card rules and documentation requirements. Maintains awareness of current usage restrictions and regulatory guidelines.
- Prepares and maintains financial documents and spreadsheets. Tracks, reviews and analyzes expenditures within the agency's financial management system. Prepares and provides regular budget to actual reports and briefings in written, graph and oral formats. Creates and analyzes detailed expenditure reports.
- Proactively notifies Division Directors of remaining budget balances, potential problems, concerns, budget variances or unexpected trends. Attends appropriate division meetings and maintains open communications regarding financial needs. Also assists with other accounting related requests.
- Prepares detailed division budget request forms, by account code and fiscal quarter, and submits them to the Agency Budget Officer, to show where divisions will be spending their funding

allocations, in the prescribed format and by the due date set by the Agency. Understands the agency's end-to-end budget process and assists the Agency Budget Officer in completing the full agency budget request and budget work program.

- May be assigned other duties as necessary.

KNOWLEDGE AND SKILLS:

The successful candidate must be self-directed. The candidate must also possess strong analytical, technical, interpersonal and organizational skills. Excellent attention to detail and accuracy are required.

Must be an effective communicator, with strong verbal and written communication skills, and possess the ability to think and work independently, and as part of a team. The ability to work under pressure and meet deadlines is required.

Must have high initiative and the ability to express ideas clearly and concisely. Must possess problem-solving skills and the capability to handle multiple requests simultaneously.

EDUCATION AND EXPERIENCE:

A bachelor's degree in Business or a related discipline is preferred.

A proficiency in Excel and the capacity to develop detailed charts and reports is required.

Certified Procurement Officer (CPO) Certification and a minimum of 3 years state purchasing experience is required.

Preference may be given to candidates with experience in solicitations, PeopleSoft, and/or the state purchasing card (P-Card) system.

AA/EOE