JOB POSTING
Purchasing Specialist
(Central Administration)

Duties and Responsibilities:
- Serves as initial point of contact for Purchasing for staff, faculty and vendors. While interpreting and explaining Purchasing policies and procedures, provides assistance with the resolution of inquiries, requests and problems addressed to the Purchasing Department from internal and external customers. Using Banner, creates, changes, distributes, and closes purchase orders that are reviewed and approved by the Director of Purchasing; maintains all files associated with the purchasing function, including copying, scanning and distribution of documentation; provides for the efficient processing of purchase orders and other forms that are submitted to Purchasing following established procedures. Assists with the preparation and updates of the Purchasing processes, including the learning and training of new or updated software programs;

- Assists with Purchasing Card (P-Card) Program to ensure timely processing, including the responsibilities of the collection, verification, reconciliation and data entry of documents into wvOASIS, maintain the P-Card files assisting with the monthly auditing, and research, retrieval and the analysis of information for other audits, fixed assets and problem-solving issues;

- Creates, updates and maintains the customer vendor database in Banner and OASIS to ensure it is kept current;

- Obtains quotations, assists with the preparation, advertisements, distribution, collection, compilation, analyzing and award notification of the RFP/RFQ bid process. Creates and changes related purchase orders in wvOASIS (purchases over $25,000);

- Assists with the College’s Fixed Assets program using RedBeam, including maintenance and assistance with the college physical inventory;

- Performs other duties as assigned or directed, including back-up for other Finance department functions if necessary.

Position requires the ability to travel.

Education:
- At least 18 months post-secondary education in business, secretarial science, office administration, or related field

Experience:
- Over two years of experience working in an office setting using common office equipment, software, and filing experience is required. Higher education office experience is preferred.
- Over two years of experience with purchasing, accounting, finance, business office, or other related experience is required.

An equivalent combination of education and recent, relevant experience may be acceptable.
Required Skills, Knowledge and Abilities:
- Ability to learn automated finance/accounting systems;
- Strong computer skills especially Microsoft Office products: Word, Excel, Outlook and Access;
- Ability to create and use spreadsheets using Microsoft Excel for analyzing data and creating reports;
- Strong interpersonal skills with the ability to maintain professional and positive demeanor;
- Ability to effectively communicate, both orally and in writing;
- Ability to follow instructions with a high level of detail under general supervision, and to reason logically, analyze and solve problems;
- Ability to maintain detailed and accurate records while multi-tasking;
- Ability to learn and apply specific federal, state, HEPC/WVCTCS, and college purchasing rules and procedures;
- Ability to work independently, exercising good judgment with strong organizational skills;
- Ability to maintain confidentiality of highly sensitive information.

Reporting Structure:
This position reports to the Director of Purchasing II.

Classification/Compensation:
This is a classified, non-exempt, pay grade 14 position with a starting salary of $25,363 per year.
Classification title is Accounting Assistant II.

Candidates must successfully complete a background screening post-offer of employment.

Applications:
Internal candidates meeting the minimum qualifications will receive preference. Only candidates meeting the minimum qualifications will be considered. Applicants must submit the following material: Cover letter specifying position of interest, employment application (found on the Employment Opportunities page of the www.newriver.edu website), and a copy of college transcripts to the address below. Deadline to receive applications is March 27, 2015 at 4:00 pm.

PREFERRED METHOD: Email: hr@newriver.edu
OR
New River Community and Technical College
Office of Human Resources
280 University Drive
Beaver, WV 25813

AA/EOE/ADA