

Human Resources Vacancy Announcement

{INTERNAL/EXTERNAL OPPORTUNITY}

Job Title	Procurement/Budgeting Specialist	Reports To:	Controller
Location	O'Dell Nails Administration Building 47200 Woodward Ave. Pontiac, MI 48342	Compensation:	Supervisor 3 Full-Time w/benefits Not Represented by a CBA
Length of Contract	12 Months	Date of Posting:	08.23.2024
Start Date	Upon Hire	FSLA Status:	Exempt
Job Description			
<p>Handles purchasing for the district, helping employees create detailed specifications for competitive bids. Reviews vendor proposals for services and commodities and supports the business department with accounts payable, accounts receivable, and payroll as needed. Assist in budgeting and reporting functions for the Director.</p> <p>To succeed in this role, an individual must effectively perform all essential duties. The following requirements reflect the necessary knowledge, skills, and abilities. Reasonable accommodations will be provided to enable individuals with disabilities to fulfill essential functions.</p>			
Qualifications			
<p>Required:</p> <ul style="list-style-type: none"> • Education: Bachelor's degree in Business Administration or a related field. • Experience: Minimum of 5 years in accounting and/or budgeting, management, or a related field. • Responsibilities: <ul style="list-style-type: none"> ○ Frequent contact with external stakeholders (vendors, government contractors) to discuss important issues. ○ Develop and implement solutions with high accountability for operations and results. ○ Apply and recommend technology solutions to meet District objectives using MS Word, PowerPoint, and MS Excel. <p>Preferred:</p> <ul style="list-style-type: none"> • School district experience preferred. • Familiarity with BPlus accounting software. • Michigan School Business Officials CPO Certification. 			
Clearances			
<ul style="list-style-type: none"> • Criminal fingerprint background check and drug screen required. 			
Essential Duties and Responsibilities			
<p>Knowledge, Skills, And Abilities: (KSAs)</p> <ul style="list-style-type: none"> • Organizational and communication skills. • Ability to manage distractions and work under pressure. • Lead and coordinate Invitation to Bid (ITB) and Request for Proposal (RFP) processes. • Main contact for purchasing and bidding-related issues. • Monitor open purchase orders and service contracts. • Administer Purchase Order process and provide staff training. • Oversee P-card program, including auditing and troubleshooting. • Review construction contracts and track capital project expenditures. • Manage asset disposal processes. • Proficient in Microsoft Excel; strong organizational and interpersonal skills; ability to manage deadlines and multitask. <p>Essential Functions</p> <ul style="list-style-type: none"> • Contract Management: Develop, execute, and administer complex contracts; prepare award letters and manage renewals; resolve vendor/customer complaints. Communication with Program Manager • Budget: Monitor, analyze and reconcile actual expenses compared to budget; Coordinates asset disposal process. 			

- **RFP Management:** Leads and coordinates invitation to Bid and Request for Proposal; Ensure funding for services; negotiate and monitor vendor contracts; serve as liaison between customers and vendors; monitoring vendor services for prompt delivery and quality control. Participates in negotiations with requesting department personnel and vendors.
- **Purchasing:** Administer and coordinate the Purchase Order (PO) process; Ensure timely processing and approval of POs; Provide training to staff on PO procedures and best practices; Oversee daily and monthly management of the district's P-card program; Approve requests for new P-cards and set appropriate spending limits; Monitor individual usage and reconcile monthly transactions; Audit P-card transactions regularly to ensure compliance; Troubleshoot P-card issues and unlock accounts as necessary; Adjust transaction limits based on usage patterns and needs; **Reporting:** Present monthly purchasing reports to relevant stakeholders. Analyze spending trends and provide insights for budget planning. **Staff Training:** Develop and deliver training sessions on the purchasing process and P-card usage; Create and distribute training materials and guidelines. **Compliance and Best Practices:** Ensure compliance with district policies and procedures related to purchasing and P-cards; Stay updated on best practices and regulatory changes in procurement. **Communication and Support:** Serve as the main point of contact for staff regarding purchasing and P-card inquiries; Foster positive relationships with vendors and suppliers to optimize procurement processes and enter all vendors into the financial system.
- **Accounts Payable, Receivable, and Payroll Support:** Cross-train and support various functions in accounts payable, receivable, and payroll while maintaining internal controls.
- **Budgeting:** Assist in providing Departmental Budget oversight and support
- Assist in Monitoring, Analyzing, and Reconciling the Budget to Actual Reports
- Assist in preparing Excel and PDF schedules for Budget Adoptions and Budget Amendments
- Prepare Quarterly Financial Reports
- **Other duties as assigned.**

Essential Functions of the Job:

- Must be present at the work site to perform duties
- Must be able to communicate effectively
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Physical Activities

- While performing the duties of this job, the employee is regularly required to sit and talk or hear.
- Must be able to meet the physical demands of the job including but not limited to: walking, kneeling,
- The employee is frequently required to use hands to finger, handle, or feel.
- The employee is occasionally required to stand, walk, reach with hands and arms and stoop, kneel.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision ability required by this job includes close vision, distance vision, peripheral vision and ability to adjust focus.
- May require moderate travel across the District, with occasional travel for off-site training.

Internal Posting URL: <https://www.applitrack.com/oaklandschools/onlineapp/jobpostings/view.asp?district=46168>

Application Process: Complete application procedure with Oakland Human Resources Consortium (OHRC)
<https://www.applitrack.com/oaklandschools/onlineapp/JobPostings/view.asp?FromAdmin=true&AppliTracJobId=8982>
 Please ensure that you upload all necessary documents and include all relevant information related to the position you are applying for. Please make sure that you are reading the job description in its entirety to align your documents and relevant information with the requirements.

Equal Opportunity Employment Statement City of Pontiac School District is an Equal Opportunity Employer. Position is subject to City of Pontiac School District policy, rules, and regulations. An Equal Opportunity/Affirmative Action Employer. It is the policy of the School District of the City of Pontiac that no person shall on the basis of race, religion, color, national origin, sex, age or disability be excluded from participation and be denied the benefits, or be subjected to discrimination under program or activity and in employment, further the School District of the City of Pontiac Board of Education strictly adheres to the provision of Title VI of the Civil Rights Acts of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and all Michigan Department of Education policies and regulations prohibiting discrimination. The following individuals have been designated to handle inquiries regarding nondiscrimination policies: Title II, Title VI & Title IX Coordinators: Y'londa Kellum, 248-451-6813, Darryl Segars 248-451-6802; Section 504 Coordinator: Yvette Williams, 248-451-6825. All complaints may be addressed to 47200 Woodward Ave, Pontiac, MI 48342.