



AIDSAlabama

## JOB DESCRIPTION: *Purchasing Agent*

Reports to	Director Of Corporate Compliance
Training/Qualifications	Bachelor's degree or equivalent direct work experience required. Previous experience with supply management, tracking budget expenses, vendor relationships, customer service, documentation, accounting experience preferred.
Overall Mission	To provide employees with quality materials in a timely manner for all approved purchases, while adhering to agency/grant guidelines and securing the best possible price for each purchase.

### Job Specific

1. **Bids:** Responsible for securing and retaining multiple bids on all qualifying purchases, according to agency and funding requirements (*these may vary*).
2. **Purchases:** Responsible for making all approved purchases for the agency. Prepares purchase orders by verifying specifications and price; obtaining recommendations from suppliers for substitute items; obtaining approval from requisitioning department. Purchases must be made within the guidelines of the agency, as well as the guidelines for the direct funding source for the purchase.
3. **Tracking:** Obtaining purchased items and forwarding orders to suppliers; monitoring and expediting orders; verifying receipt of items by comparing items received to items ordered; resolving shipments in error with suppliers.
4. **Purchase Cards:** Responsible for checking in/out of agency purchase cards to staff that have a preapproved Visa request and verifying the receipt(s) submitted from staff upon return of the card.
5. **Reconciliation:** Monthly reconciliation of all agency Purchasing Card transactions and any other agency purchase accounts.
6. **Vendor Relationships:** Establishing and maintaining relationships with outside vendors in order to further improve pricing and services provided to the agency.
7. **Inventory:** Responsible for managing main office inventory in supply room and break rooms. Also responsible for coordinating with other agency facilities to ensure they are meeting all inventory needs.
8. **Deposits/Journal Entries:** Responsible for managing check deposits and recording journal entries in Financial Edge as needed by Chief Financial Officer.
9. **Mail:** Responsible for coordinating incoming and outgoing mail associated with the agency's P.O. Box.
10. **Telephone Relief:** Providing telephone (switchboard) relief when required.
11. **Accounting Policies and Procedure Manual Updates:** Continually provide the Director of Corporate Compliance with updates to specific procedures that fall within your Job Description that are described in the Accounting Policies and Procedures Manual and that require the updating of the manual.

12. **Finance Department Policies and Procedures:** Following all policies and procedures and informing the Director of Corporate Compliance when adherence to written procedures will have a negative impact on the agency.
13. **Supporting Departmental Personnel:** Because of the limited personnel within the Finance Department, cross training and support of other positions is required to maintain smooth operations when someone is sick or on vacation.
14. **Other duties as assigned.**

**Work Environment**

1. **Schedule:** Work hours are full-time and may occasionally include nights and/or weekends; varies based on the needs of the agency;
2. **Physical Requirements:** May lift up to 50lb occasionally;
3. **Safety/Environmental:** Exposure to multi-cultural consumers and/or family members with HIV/AIDS (or other STI's) as well as impaired cognitive behaviors.

**Overall Expectations**

Represent the agency in person, and through all other methods of communication, in a way that reflects the agency's mission. Adhere to all AIDS Alabama, Inc. Policies, Procedures, and Guidelines (including, but not limited to, Human Resources/Personnel, Finance, Operational, and Housing) as presented and as adapted. Establish a strong, solid line of communication with the Director of Corporate Compliance and Chief Financial Officer. All employees are expected to perform and communicate openly, effectively, and professionally with staff members, consumers, and external business partners. Be aware that breach of confidentiality is grounds for dismissal. This job description can be modified to reflect additional tasks.

**AIDS Alabama is an Equal Opportunity Employer.**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources signature (or assigned designee)

\_\_\_\_\_  
Date