



## **JOB DESCRIPTION**

### **Finance Technician**

**Date Prepared:** August, 2014

**SUMMARY:** Under basic supervision, performs varied clerical duties, including records maintenance and purchasing of City materials, equipment, supplies and services; performs related duties, as required.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Prepare specifications, bids, and quotations for office supplies and equipment.
- Coordinate and prepare specifications, bidding schedules, and documentation; develop and issue purchase orders.
- Verify calculations, accuracy of orders, and receipts of merchandise.
- Resolve challenges associated with purchase requisitions and orders, shipping, receiving, price changes, and product changes.
- Prepare routine reports and a variety of related manual and clerical duties.
- Maintain records of inventories and establish appropriate stock levels and re-order points.
- Maintain vendor files, purchase orders, project folders, bid lists, and other clerical functions.
- Provide status updates to departments and vendors regarding their purchases.
- Operate a variety of office equipment, including computer software applications, scanners, photocopiers, fax machines, and printers.
- Safely operates a City vehicle.

#### **MINIMUM QUALIFICATIONS:**

##### **Education, Training and Experience Guidelines:**

High school diploma or GED equivalent. Thirty college semester units in Business Administration or related field AND two years of experience in purchasing. Public agency experience preferable.

**Knowledge of:**

- Principles and practices of purchasing.
- Federal and state purchasing laws and procedures.
- Storekeeping and warehousing methods and practices.
- Inventory control procedures, methods, and practices used in competitive bidding.
- Administrative techniques, including principles of organization and budgeting.
- Modern office methods, practices, procedures, and equipment.
- Elements of proper English usage, vocabulary, spelling, punctuation, and grammar.

**Skill in:**

- Providing efficient customer service and communicating clearly and objectively both verbally and in writing.
- Organizing with the ability to prioritize work and exercise independent judgment, wisdom, common sense, and initiative.
- Thoroughly carrying out oral and written instructions.
- Understanding and interpreting basic policies, procedures, principles, and methods of purchasing.
- Preparing material and equipment specifications in accordance with established procedures and formatting.
- Understanding state and federal laws regarding the purchase of supplies, materials, and equipment for public entities.
- Learning and interpreting various City procurement regulations.
- Evaluating quality, price, and availability of supplies, materials, and equipment.
- Performing simple mathematical calculations.
- Utilizing methods used in financial and statistical record keeping.
- Operating a computer, calculator, and other office equipment.
- Prioritizing and scheduling workload to ensure completion when faced with deadlines or emergencies.
- Using patience, tact, and courtesy in dealing with vendors.
- Working effectively under timelines and with significant work volume.
- Establishing and maintaining effective working relationships with those contacted in the course of work, including City and other government officials, community groups, vendors, and the general public.
- Applying safe work practices.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

Must possess a minimum of a valid California Class "C" driver's license upon hire and maintain throughout the length of employment with the City of Victorville.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in an office and warehouse environment in close proximity to other workers. Incumbent shall be exposed to those conditions normally encountered in a business office environment. Some heavy lifting and carrying moderately heavy boxes up to 75 pounds, and/or utilizing a hand dolly, and other physical exertion required while working in a warehouse environment. Incumbent must be able to communicate verbally and in written form with great facility and must be able to be understood. Must have the ability to work long hours and overtime, if necessary, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

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Department Head Approval

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Date

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Personnel Officer Approval

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Date