



**THE CITY OF GROTON
POSITION DESCRIPTION
SENIOR ACCOUNTANT/PURCHASING AGENT**

Position Title: Senior Accountant/Purchasing Agent
Department: Finance Department
Reports To: Director of Finance
Union: White Collar, CSEA Chapter 91
FLSA Status: Non-Exempt
Approved By: Director of Finance and Mayor
Approval Date: Reviewed January 2020
Rate of Pay: \$36.02 hr
Closing Date: 4pm on Tuesday, August 18, 2020

SUMMARY

The Senior Accountant/Purchasing Agent, reporting to the Director of Finance, performs responsible administrative and supervisory work in the receiving, recording and reconciling of City revenues, maintains accounting controls of City expenditures, investments, receivables, employee payroll and benefits. Performs risk management functions for all City departments. Administers, supervises and performs work involved in directing and coordinating the activities of the City's purchasing function.

ESSENTIAL FUNCTIONS AND DUTIES

Technical

1. Responsible for the functional areas of accounts payable, accounts receivable and payroll.
2. Organizes, performs and supervises the receiving, recording and reconciling of all City revenues.
3. Confers with the Director of Finance on the placement of funds.
4. Supervises the deposit and reconciliation of funds in bank accounts or other investments instruments as directed.
5. Oversees authorized disbursements of City funds.
6. Coordinates processing of information with all departments, including the Department of Utilities to ensure timely receipt and disbursement of funds.
7. Analyzes accounts receivable data applications for system upgrading.
8. Maintains the general ledger system.
9. Performs financial reporting work as required by the Director of Finance.

10. Develops and maintains accounting systems and records for special projects, grants and related fiscal events.
11. Supervises and oversees the reconciliation of employee withholding and Social Security payments and preparation of reports for State and Federal agencies.
12. Performs risk management functions under the direction of the Finance Director which include, but are not limited to, the following: (a) Liaison officer between City and insurance companies; (b) Handles all insurance claims; (c) Maintains all records pertaining to insurance cases; and (d) Keeps all insurance policies and records up-to-date in coordination with the Finance Director.
13. Directs and coordinates all activities of the procurement function engaged in the purchase of equipment materials and supplies for all departments of the City within approved budgetary limits.
14. Ensures that operating departments receive the goods and services they need in the right quality and quantity, on a timely basis, as efficiently as possible, and at the lowest overall cost while ensuring a fair and open process for all City departments.
15. Develops procedures to receive, review and process department purchase requests.
16. Provides assistance to departments on procurement activities to meet program and budgetary objectives.
17. Analyzes and advises on availability and quality of goods, equipment and services.
18. Recommends methods of purchase and negotiates contracts with vendors for purchase of commodities and recurring services.
19. Prepares specifications, bid announcements, and solicits bids and awards contracts for purchases.
20. Coordinates receipts and acceptance of purchases.
21. Administers purchase agreements.
22. Develops procurement procedures and methods and records and handles a variety of correspondence and public contracts.
23. Reports work accomplished to the Director of Finance.
24. Prepares statistical and narrative reports as required.
25. Coordinates purchasing activities with other municipalities to effect economies of group buying including Utilities.
26. Analyzes sales and financial information, conducts surveys and examines equipment and materials.
27. Organizes and oversees the auction of obsolete/surplus materials and equipment.

28. Remains current in all aspects of the accounting, purchasing and insurance professions.
29. Provides general information to the public, maintains professional competencies and performs other tasks as assigned by the Finance Director.
30. Performs other duties as may be assigned.

Supervisory

31. Supervises the deposit and reconciliation of funds in bank accounts or other investments instruments.
32. Assists with supervision of accounting and clerical staff with the preparation, administration and oversight of municipal budgets.
33. Supervises the work of staff engaged in reviewing requisitions, soliciting bids, analyzing and recommending acceptance of bids, developing files of supply sources and performing a variety of routine office tasks incidental to procurement activities.
34. Supervises and controls interdepartmental transfers of supplies, materials and equipment and maintains inventory of fixed assets, materials and supplies.

EDUCATION AND/OR EXPERIENCE

Bachelor's degree in Finance, Accounting, Business/Public Administration from an accredited college/university or other closely related field, with a minimum of five (5) years experience in accounting work, including purchasing. A combination of education and experience that demonstrates the ability to perform the responsibilities of the position may be considered in lieu of stated education and experience requirements. Familiarity with municipal/public accounting, insurance and purchasing operations and procedures desirable. Designation as Certified Public Accountant preferred. Must be skilled in the usage of electronic data processing equipment. Must be proficient with Microsoft Excel and Word and knowledgeable of and able to operate all other City computer hardware applications and typical business office equipment.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Connecticut driver's license.

Bondable.

Certified Public Purchasing Officer/Buyer (CPPO/CPPB) designation preferred.

LANGUAGE SKILLS

Ability to effectively and diplomatically present information to top management, public agencies and commissions, the general public and municipal vendors and contractors.

Ability to write reports and business correspondence.

Excellent written and oral communications skills essential.

REASONING ABILITY

Ability to read, analyze and interpret financial reports and legal and other documents, such a bid specifications and insurance forms.

Ability to define problems, collect data, establish facts and draw valid conclusions.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to talk and/or hear; stand; walk; sit; use hands to finger; handle or feel; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, or crouch. The employee must occasionally lift/and or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The employee must travel to off site locations and offices, some of which are at other than ground floor level.

WORK ENVIRONMENT

The work environment requires the individual to work in an office environment; sustained posture in a seated position and prolonged periods of tabulating information. Moderate noise, ability to work in a confined area, ability to sit at a computer terminal for extended period of time.