

## Position: Purchasing Clerk



Position Classification: Full time- Hourly/ Non-Exempt  
Position Reports to: Director of Finance  
Position Supervises: None

### Position Summary

A Purchasing Clerk is responsible for preparing and maintaining purchase orders based on the company's purchasing needs. The Purchasing Clerk acts as the custodian for the organization's leases and vendor contracts. Additionally, their responsibilities include communicating with suppliers about the company's orders and working with internal personnel to meet the purchasing needs of individual departments and operational branches.

### Responsibilities

Duties include but are not limited to the following:

#### Essential functions

- Review purchase order requisitions in order to verify accuracy, terminology, and specifications
- Process purchase order requisitions as Purchasing Agent in the company's purchasing system
- Ensure purchase orders are sent to suppliers and to departments originating requests
- Perform buying duties when necessary
- Track vendor order confirmations and delivery statuses and update purchasing system with status
- Respond to internal and supplier inquiries about order status, changes, or cancellations.
- Forward invoices and check requests to appropriate internal parties
- Troubleshoot purchase order issues and assist purchasing system users
- Monitor orders pending receiving functions and remind users to receive
- Monitor open purchase orders and close out old/expired purchase orders
- Contact suppliers in order to schedule or expedite deliveries and to resolve shortages, missed or late deliveries, and other problems as needed
- Enter purchase order requisitions for certain spend types
- Maintain vendor pricing in purchasing system
- Locate suppliers and gather information about products/services to be ordered, as needed.
- Onboard vendors into Accounting Department systems
- Maintain vendor lists and references for internal parties
- Act as custodian for the company's leases and vendor contracts
- Complete vendor credit request form/new vendor documents

- Maintain vendor credit log and issue requests to vendors
- Complete SOPs and work instructions for Purchasing

### **Non-Essential functions**

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- Obtain price quotes from suppliers as requested
- Provide purchasing system reporting when required to departmental management
- Assist with system trainings
- Assist with purchasing system functionality and upgrades
- Other duties as assigned by manager

## **Qualifications and Experience**

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- Ability to work independently using good judgement, and as a team player.
- Excellent communication skills including written, verbal, listening, and customer service skills with the ability to effectively communicate with and work well with others in order to manage projects, etc.
- Must possess strong analytical abilities.
- Must exude professionalism.
- Pleasant telephone manner with an upbeat and friendly demeanor.
- Exceptional organizational skills with a high consideration to detail and accuracy.
- Resourceful, self-motivated with a sense of urgency and strong work ethic.
- Adept at time management.
- Able to work with finite deadlines.
- Trustworthy, honest, respectful, and flexible.
- A desire to learn and advance in a fast-paced environment.
- Must be able to be entrusted with confidential information.
- Experience with a purchasing/procurement system is preferred
- Proficient computer skills working with various office equipment, computers and various programs including Excel, Word, Outlook, QuickBooks etc. and the ability to effectively work on spreadsheets, word processing, networking and email programs.
- Authorized to work in the United States for any employer.

## **Core Competencies**

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### **Accuracy**

Accuracy is key in the field of accounting. Purchasing Clerks must become experts at self-review by coming back to their work as a reviewer would to find any mistakes before finalizing. They must also develop an understanding of materiality: the bigger the dollar amount relative to the whole, the more times they check it. They must review each purchase order with scrutiny to determine if charges to the company are accurate and ensure they are coded into the accounting system correctly.

## **Communication**

Purchasing Clerks have strong communication skills. They provide regular updates to their managers and communicate the status of their workload to both managers and coworkers, especially during month-end and year-end closes. If they discover an issue, they ask for help when necessary and present potential solutions while discussing with their manager. They have strong verbal and written communication skills and are adept in knowing which form of communication should be used in each situation. They interact well with vendors and internal personnel and provide a high level of service.

## **Integrity**

Every member of the accounting department must demonstrate the highest standard of professional integrity, adhere to company policies and procedures, comply with applicable laws, and government rules and regulations. Each member of the accounting department is responsible for safe-guarding the assets of the company, including keeping information secure that not all external or internal parties may be privy to.

## **Team Work**

The accounting department works together daily to complete projects and meet deadlines, which makes team work imperative. Purchasing Clerks make their manager's priorities their priorities and gain a reputation for taking extra steps even for small tasks and provide solutions rather than creating different problems. They assume that their manager is always pressed for time and has deadline to meet. They communicate what their planned priorities are but offer to help with more pressing matters if necessary. This flexibility and willingness to help wherever needed helps ensure that the department's goals and deadlines are met.

## **Problem Solving/Analysis**

A successful Purchasing Clerk must have the ability to identify issues that arise and use the tools available to him or her to work through them, if possible. The key to this is understanding how much time to work through an issue independently before bringing it to another manager of the team or a supervisor.

## **Education and Certifications**

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Bachelor's degree or Associates degree coupled with on-the-job training in procurement preferred.

## **Physical Demands**

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Most work is performed in a temperature-controlled office environment.
- While performing the duties of this job, the employee is required to walk 10% of the time, stand 10% of the time and sit 80% of the time.
- The employee will occasionally lift and or carry up to 25 lbs.
- Employee may use computer, phone, copier, and other office equipment in the course of a day.

- While performing the duties of this job, the employee is occasionally required to use hand to finger, handle or feel objects, touch and use tools, reach with hands and arms, climb stairs, bend, stoop, twist, lift, reach, push, pull, grasp, balance, kneel, crouch, crawl, grasp, talk, hear, and walk during the course of employment.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and an ability to adjust focus.
- Employee may be required to travel for business purposes.

## Environment

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Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing this job, the employee is exposed to weather conditions prevalent at the time. This may include warm, hot, or cold temperatures. The noise level in the work environment is moderate.

## Work Schedule

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As a non-exempt hourly employee, the employee shall work a designated schedule as assigned by management. Employee shall not work over 8 hours per day or 40 hours per week without prior authorization from management but if so, will earn overtime for any work performed in excess of 8 hours per day or 40 hours per week. Employee must also follow company's policies regarding required meal breaks.

# Acknowledgement for Receipt of Job Description

I have received a copy of this Job Description and have read and understand its contents. I understand that if I have any questions pertaining to this job description or my overall job duties, I will consult my supervisor immediately. Furthermore, based on business demands, I understand that the company may revise my duties at its discretion.

Position Title: Purchasing Clerk  
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### Employee Information

Employees Name: \_\_\_\_\_  
Employee Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

### Supervisor Information

Supervisors Name: \_\_\_\_\_  
Supervisors Signature: \_\_\_\_\_  
Date: \_\_\_\_\_