

## **PURCHASING MANAGER – CAMPBELL COUNTY FINANCE DEPARTMENT**

### **Overview**

Campbell County is in upper East Tennessee. The County Finance Department oversees purchasing, accounting, payroll, personnel and employee benefits for Campbell County Government. The Purchasing Manager supervises all purchasing and accounts payable functions of the Finance Department, including managing bids. We seek a detail-oriented and strategic Purchasing Manager to join our team. The Manager oversees the procurement process and ensures that County purchasing activities align with policies and procedures.

### **Duties**

- Supervise overall purchasing and accounts payable department activities
- Maintain encumbrances and payments on all funds
- Maintain purchase order file for accuracy and void any unnecessary purchase orders
- Review all purchase orders for accuracy, signatures, and adherence to county policies
- Assist departments with purchase orders, purchasing procedures and account balances
- Provide purchasing reports for departments to review
- Work with vendors on problem invoices and other related items
- Manage issuance of bids, including preparing requests for proposals and bid documents based on specifications from departments, advertising bids, conducting bid openings, and maintaining bid files
- Responsible on construction bids for ensuring payment and performance bonds are submitted
- Answer inquiries and coordinate operations with other departments
- Maintain compliance with office policies and procedures

### **Qualifications**

- Experience with purchasing duties and responsibilities
- Knowledge of the principles and practices of purchasing
- Proficiency with MS Office applications, especially Excel
- Skill in researching and understanding complex written materials
- Skill in conducting thorough analytical work
- Ability to work in a fast-paced environment while managing multiple tasks and meeting deadlines
- Ability to negotiate contracts
- Excellent communication skills, both written and verbal

### **Preferred Qualifications**

- A degree in finance or a related field, or an equivalent combination of experience and training
- At least five years of experience in purchasing, preferably government purchasing, including vendor selection, contract negotiation and implementing purchasing policies
- Experience using financial/accounting software

We invite qualified candidates who are eager to contribute their expertise in purchasing management to apply for this opportunity.

Salary: \$63,318 to \$68,817 annually

Expected hours: 40 per week

Benefits:

- Health insurance
- Dental insurance
- Vision insurance
- Life insurance
- Paid time off
- Retirement plan

Schedule: 8 hour shift, Monday to Friday

Work Location: In person; 555 Main Street, Jacksboro, TN 37757