

## **PURCHASING & ACCOUNTS PAYABLE 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 and accounts payable processes and ensures that all related activities align with adopted 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, ensuring proper approvals are made by the appropriate county boards and committees.
- Responsible on construction bids for ensuring payment and performance bonds are submitted by the selected contractor, and that escrow agreements are executed as needed
- Review and prepare invoices for payment, ensuring payment is made accurately, and in a timely manner
- Answer inquires and coordinate operations with other departments
- Maintain compliance with office policies and procedures
- Attend meetings of the county's Financial Management Committee as needed, to present bids, contracts, and other purchase actions for approval. Also coordinate scheduling, issuing public notice, and preparing agendas and meeting minutes.
- Attends other county public meetings during and after normal business hours as needed.

### **Qualifications**

- Knowledge and experience with purchasing practices, duties, and responsibilities
- Knowledge and experience with accounts payable practices, duties, and responsibilities
- 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 and execute 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
- At least five years of experience in accounts payable and/or bookkeeping, especially in local government
- Experience using financial/accounting software

We invite qualified candidates who are eager to contribute their expertise in purchasing and accounts payable 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

**Resumes will be accepted until April 24, 2026**

Please send resume to [ericp@campbellcountygov.com](mailto:ericp@campbellcountygov.com) or in person at the Finance Department office, 555 Main St., Jacksboro, TN 37757