



Manager, Procure to Pay Services

Category: Exempt
Pay Grade: E27
Job Code: 13006

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs highly responsible managerial, administrative, and supervisory work coordinating and managing a combination of major programs and activities of Procure to Pay functions Countywide and financial and procurement support for the Department of Administrative Services (DAS); develops Countywide organizational Procure to Pay policies, procedures and training; makes important procedural and operational recommendations to ensure maximum efficiency including coordinating and implementing special projects, training of staff and user departments; manages the coordination and processing of the automated purchasing system.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Manages functions related to Procure to Pay programs and activities such as processing change orders, processing requisitions, creating encumbrances against departmental budgets and accounts payable for all agencies and departments of the Board of County Commissioners;
- Performs management functions related to the day-to-day functions and operations of the Board of County Commissioner Purchasing Card Program and Credit Card Acceptance Program;
- Business owner of the OPUS procurement module managing and coordinating processing in the Automated Purchasing System including recommended changes, updates and testing;
- Establishes, implements and manages Procure to Pay training programs for all agencies and departments of the Board of County Commissioners;
- Manages complex Countywide projects;
- Manages department accounts and fiscal operations such as accounts payable, accounts receivable, p-card purchases, fixed asset inventory, annual budget preparation, and departmental reports for the DAS;
- Develops and implements changes in policy and procedures as necessary to meet continually varying requirements and processes;
- Develops recommendations, presentations, and reports on a variety of planning related functions;
- Manages functions relating to departmental operations, staff supervision, training and special projects;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Seven (7) years of progressively responsible work in administrative, accounting and/or procurement related field that includes three (3) years in a supervisory capacity; or a Bachelor's degree in accounting, management, finance, public administration or related field and three (3) years of experience as described above, or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.

- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of governmental accounting practices and procedures, and budget preparation;
- Knowledge of purchasing procedures and methodology;
- Knowledge and experience pertaining to purchasing and accounting related computer applications;
- Knowledge of Procure to Pay cycle;
- Skill in advanced leadership techniques and practices to evaluate and determine organizational goals and objectives, maximizing effectiveness of organizational work units through staff selection and assignments;
- Ability, to create and conduct training classes with emphasis on public speaking;
- Ability to direct and monitor specialized County projects, programs and activities;
- Ability to prepare and present written and oral reports on Procure to Pay functions in the County;
- Ability to communicate effectively, both written and orally;
- Ability to interact effectively with staff, other County organizations, and suppliers;
- Ability to plan and direct the work of a staff of professional and or clerical employees.

PHYSICAL/MENTAL DEMANDS

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Walking: Moving about on foot to accomplish tasks, such as moving from one work site to another.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.