



Administrative Office of the Courts

JOB OPPORTUNITY BULLETIN

STATE-FUNDED POSITION

Posting Date: May 16, 2022

Priority Cut-Off Open Until Filled

POSITION TITLE: Purchasing Specialist
ANNUAL SALARY: \$33,052.14

DEPARTMENT: Budget & Finance
PAY GRADE: 21 POSITION # 010477

SUMMARY: The essential functions of the Purchasing Specialist position include the review, management, and processing of purchase requests. The position is responsible for purchasing good and services, shipping and receiving, working with the vendor bid system, managing inventory, maintaining records/files, handling petty cash, and performing complex clerical functions, including preparing reports. The position works under the general supervision of the Chief Deputy Court Administrator for Budget and Finance.

MINIMUM QUALIFICATIONS: Bachelor's degree in accounting, finance, computer operations or a closely related field and two years of related experience. Knowledge of Oracle and Onbase Systems preferred. **Substitution:** Related work experience may substitute for the required education on a year-for-year basis.

ESSENTIAL DUTIES: Prepare and process bank deposits; monitor and reconcile tracking systems for revenue received/collected.

Place and approve office supply orders for all court programs.

Process invoices for payment, including researching invoice payment status and reconciling requisitions with applicable invoices.

Perform general accounting functions such as collecting money due, reconciling revenue transactions, auditing accounts, processing vouchers, processing interest penalty payments, reconciling advanced payments, adjustments, processing purchase orders, or preparing invoices.

Approve final purchasing card charges and reconcile monthly purchasing card reports for proper documentation.

Research and analyze financial and accounting records to determine sequence of operations and required account resolutions; recommend and/or implement resolutions as needed.

Process/audit Hillsborough County travel documents.

Perform general accounting functions for grant funds, such as collecting money due, reconciling revenue transactions, auditing accounts, processing vouchers, processing interest penalty payments, reconciling advanced payments.

Interact with contractors to verify accounting information and resolve invoice-related issues; communicate with other departments or agencies to resolve issues.

Perform clerical functions, including, but not limited to, preparing and typing correspondence, responding to inquiries, performing data entry, setting up and maintaining accounts/records/file systems, answering telephones, preparing and maintaining spreadsheets, and processing mail.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of state and Hillsborough County finance and accounting systems. Skilled at data entry and knowledge of computer key board. Knowledge of state and Hillsborough County contractual requirements. Compile, examine, or evaluate data or information and possibly recommends action based on results,

methodologies and practices. Use practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics. Ability to perform statistical and computational tasks and analyze data to write reports. Ability to communicate effectively. Ability to establish and maintain effective working relationships with local and state officials and the general public. Ability to work well under pressure; conform to shifting priorities, demands and time lines. Incumbent must be professional in all regards.

BENEFITS PACKAGE: Paid vacation, sick leave and holidays, comprehensive health insurance and life insurance with accidental death and dismemberment benefits, supplemental dental, vision, life, disability and hospitalization insurance, promotional opportunities, tuition-free college courses, 457 Tax Deferred Retirement Plan.

TO APPLY: Submit 1) cover letter, 2) resume, 3) current [State of Florida Application and Addendum](#) (located only at www.fljud13.org) in (1) PDF file via email to recruiting@fljud13.org. **APPLICATION PACKETS MUST INCLUDE THE 3 REQUIREMENTS ABOVE TO BE SCREENED FOR POTENTIAL INTERVIEW.**

NOTICE: Please note that future vacancies in this same classification may be filled as a result of this recruitment. Applicants will be subject to E-verify and a criminal background check. We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Requests for ADA accommodation to participate in the application/selection process should be directed to (813) 272-6330.