



CITY OF CANBY

JOB ANNOUNCEMENT

Purchasing and Accounting Specialist / Finance Department

Full Time / Non-Exempt / AFSCME Represented

Salary: \$50,820 - \$65,532 / annual salary, plus City paid PERS & Benefits

Opens: March 30, 2018

Closes: April 23, 2018 at 5:00 PM

Apply to: Human Resource Department
City of Canby
PO Box 930
Canby, OR 97013
(503) 266-0699 fax
zeibera@canbyoregon.gov

SUMMARY AND REQUIREMENTS: Perform a variety of professional level accounting and complex contract administration duties and support activities to contribute to efficient finance operations. The employee in this position must have the ability to effectively respond to verbal and written requests for explanation of City-wide contracts and accounts payable procedures. Review purchase requests and work with staff to clarify requirements and develop specifications. Recommend solicitation method. Write and administer bids or proposals. Facilitate process to award contracts. Locate sources of supplies, products and services and advise staff on availability, costs, and trends. Receive and review vendor invoices. Contact vendor to obtain documentation and resolve billing conflicts. Enter invoices into accounts payable module. Run A/P and reconcile reports. Process and print manual checks. Equivalent to high school diploma and five years of progressively responsible experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties. Possession of Oregon Purchasing Basic Certification or ability to obtain within twelve months of hire. Possession of Oregon Procurement Advanced Certificate or ability to obtain within twelve months of obtaining Oregon Purchasing Basic Certificate. *(Refer to full Job Description for additional information and requirements.)*

APPLICATION MATERIALS: A completed and signed City application, resume and cover letter must be received by the Human Resource Department for the application to be complete. Electronic copies are accepted with a signature. Application materials can be picked up at Canby Civic Offices 222 NE 2nd Ave., Canby OR 97013, downloaded from <http://www.canbyoregon.gov/Jobs/jobopenings.htm>, or requested by mail by calling Human Resources at (503) 266-0635.

SELECTION PROCESS: Application materials will be used to select finalists. Candidates selected for further consideration will be invited to an oral interview. Prior to hiring, the successful candidate may be subject to a pre-employment background investigation.

NOTIFICATION: Applicants who were not selected will be notified once the position has been filled.

EQUAL OPPORTUNITY EMPLOYER: The City of Canby is an Equal Opportunity Employer dedicated to a policy of non-discrimination in employment on the basis of race, color, religion, sex, national origin, age, or physical disability. The City of Canby provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the Human Resource Department at (503) 266-0635.