

## **Techshot, Inc.**

### **Position Description**

**Position:** Purchasing/Accounting Clerk  
**Reports To:** Administrative & Contracts Manager  
**Education Requirement:** High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

#### **DESIRED ATTRIBUTES:**

- Self-starter
- Self-disciplined
- Good organizer and planner
- Highly motivated, enthusiastic, and independent

**SUMMARY:** Coordinates activities involved with accounts payable processing and procuring goods and services such as raw materials, equipment, tools, parts, and supplies for organization by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include, but not limited to, the following. Other duties may be assigned.

- Verifies nomenclature and specifications of purchase requests.
- Searches inventory records or warehouse to determine if material on hand is in sufficient quantity.
- Consults catalogs and interviews suppliers to obtain prices and specifications.
- Types or writes invitation of bid forms and mails forms to supplier firms or for public posting.
- Writes or types purchase order and sends copy to supplier and department originating request.
- Compiles records of items purchased or transferred between departments, prices, deliveries, and inventories.
- Computes total cost of items purchased.
- Confers with suppliers concerning late deliveries.
- Compares prices, specifications, and delivery dates and awards contract to bidders or places orders with suppliers or mail order firms.
- Verifies bills from suppliers with bids and purchase orders and approves bills for payment.
- Confers with vendors to obtain product or service information such as price, availability, and delivery schedule.
- Reviews bid proposals and negotiates contracts within budgetary limitations and scope of authority.
- Maintains procurement records such as items or services purchased, costs, delivery, product quality or performance, and inventories.
- Discusses defective or unacceptable goods or services with inspection or quality control personnel, users, vendors, and others to determine source of trouble and take corrective action.
- Enters accounts payable invoices for regular and purchase order a/p.
- Enters employees expense reports and tracks cost purchased via company credit card.
- Codes and enters monthly company credit card.
- Tracks purchase orders to ensure invoices have been received.
- Matches invoices to packing slips ensuring number of items purchased, cost of items, and item descriptions on invoice match purchase order and packing slip.
- Sets up new vendors ensuring 1099 vendors are set up accordingly.
- Communicates with and resolves invoice issues with vendors.
- Files a/p invoices.
- Prepares yearly a/p files and boxes up previous year files.
- Matches a/p checks to invoices and mails accounts payable checks.
- Opens and distributes mail.

To apply, please email your résumé to: [jmelton@techshot.com](mailto:jmelton@techshot.com)