PURCHASING AGENT – FINANCE

Cherokee County, SC

Location
110 Railroad Avenue
Gaffney, SC 29340

Job Type
Full Time

Department
FINANCE

FLSA
EXEMPT

Job Summary

The general duties include performing professional procurement work involving the purchase of goods and services for Cherokee County departments. The position ensures compliance with county policies, state regulations, and procurement standards while assisting departments with purchasing needs and maintaining vendor relationships under the supervision of the Finance Director.

Essential Functions

Essential Functions	% of Time
Procurement and Purchasing Duties -Reviews and processes purchase requisitions submitted by county departments ensuring accuracy, completeness, and proper authorization. -Ensures all purchases comply with Cherokee County procurement policies, procedures, and applicable federal and state regulations. -Assists departments with procurement procedures including bid requirements, quotes, and purchasing thresholds. -Coordinates with department heads to determine purchasing needs and ensures timely acquisition of goods and services. -Prepares and maintains purchase orders, bid documentation, and procurement records for audit and compliance purposes. -Tracks orders and communicates with vendors to ensure delivery schedules are met and discrepancies are resolved.	45%

-Maintains records of all purchasing activities including vendor communications and procurement documentation.

Vendor Management and Compliance 35%

-Maintains and updates vendor files including W-9 forms, insurance documentation, and vendor applications.
-Ensure all vendors meet county insurance, licensing, and workers' compensation requirements prior to conducting business.
-Monitors vendor performance and resolve issues related to delivery delays, product quality, or contract compliance.
-Oversees and monitors the County purchasing card program ensuring proper use, documentation, and reconciliation.
-Reviews employee travel, training, and reimbursement requests to ensure compliance with county policies and procedures.
-Monitors purchases for capital expenditures and ensures proper classification and approval within financial systems.

Other Duties as Assigned 20%

-Assists with internal and external audits by gathering and providing purchasing documentation.
-Prepares reports related to procurement activities, vendor usage, and purchasing trends.
-Perform additional duties necessary to support the Finance Department and county operations.

Qualifications

Education and Experience

-Associate's or Bachelor's degree in Business Administration, Supply Chain Management, or related field preferred or equivalent combination of training and experience
-Considerable experience in procurement, purchasing, or administrative operations preferred
-Ability to establish and maintain effective working relationships with associates, vendors, and the public
-Strong organizational, analytical, and communication skills
-Ability to operate standard office and data entry equipment
-Must possess a valid driver's license and pass a drug screen

Knowledge, Skills and Abilities

-Knowledge of procurement policies, purchasing procedures, and governmental purchasing regulations
-Knowledge of financial software systems and purchasing processes
-Ability to review and process purchasing documentation accurately and efficiently
-Ability to maintain detailed records and ensure compliance with county policies

-Ability to communicate effectively with employees, vendors, and supervisors
-Ability to manage multiple priorities and meet deadlines

Working Conditions

Primary Work Location: Cherokee County Administration Building
110 Railroad Avenue Gaffney, SC 29340

Physical Demands

Frequently requires the need to sit, operate computer equipment, transport and reposition <5 pounds of material/equipment from ground to waist and at waist level.

Mental Demands

Continuously requires the general ability to learn and to understand instructions and underlying principles; understand and follow oral and written instruction, and the ability to make decisions in accordance with established procedures and policies.

Americans with Disabilities Act Compliance

Cherokee County is an Equal Opportunity Employer. To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform essential job functions. Prospective and current employees should contact Human Resources to request ADA accommodation.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.