



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Finance Specialist (Strategic Sourcing)**
 Job Family: **Finance**
 Prepared/Revised Date: **August 15, 2023**

FLSA Status: **Non-Exempt**
 Pay Range: **FN15H**
 Job Code: **50104**

SUMMARY: Responsible for supporting the procure-to-pay process from solicitation through award and contract, including assisting with specification development, drafting of solicitation documents, review of solicitation documents and contracts for proper terms and conditions, conducting pre-proposal meetings, pre-bid conferences, bid openings and post award conferences.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks (limit of 13 of the most important tasks)	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Review purchase requests submitted by schools/sites to ensure the request is complete and accurate, to include ensuring the request is properly classified to facilitate proper approval routing, the proper fields are populated, the required sourcing and contract documentation is attached, and the account codes are accurate and verified.	D	38%
2. Evaluate sourcing documentation for purchases of supplies, equipment, and services under \$50,000 to confirm and document compliance with District purchasing policies.	D	10%
3. Enter purchase request data for approved requests into the financial system; generate, and issue purchase orders.	D	10%
4. Provide assistance and support to schools/sites related to the procure-to-pay process, including vendor onboarding, entering purchase requests, documenting receiving, coding of transactions, use of p-cards, and how to run system reports. Provides feedback to the schools/sites and communicates with the training team when trends suggest training may be necessary.	D	10%
5. Manage the District's supplier database portal, including serving as a liaison between the District and the database's customer support to assist suppliers with onboarding and troubleshooting, reviewing submitted data for completeness and accuracy, communicating with vendors to resolve issues, and approving vendor profiles for integration into the financial system.	D	5%
6. Attend work and arrive in a timely manner.	D	1%
7. Assist with the review and negotiation of contract terms and conditions for assigned contracts.	W	14%
8. Assist sourcing specialists and sourcing supervisor with the coordination and collection of data necessary to draft and issue formal solicitations in accordance with District purchasing policies and administrative guidelines.	M	5%
9. Assist with the development and maintenance of up-to-date training materials, procedural documents, and resources related to the procure-to-pay process.	Q	2%
10. Participate in onboarding trainings, workshops, and school/site visits related to the procure-to-pay processes.	Q	2%
11. Participate in cross-training and keeps abreast of finance technician tasks related to accounts payable, purchasing cards, and account codes.	Q	2%
12. Perform other duties as assigned.	Ongoing	1%
	TOTAL=	100%



EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or completion of G.E.D required., associate degree in accounting, finance or business administration preferred
- Two to three years of related work experience
- Equivalent combinations of education and experience acceptable.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Customer service skills
- Critical thinking and problem-solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Knowledge of general accounting practices
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			x	
Walk			x	
Sit				x
Use hands to finger, handle or feed			x	
Reach with hands and arms			x	
Climb or balance	x			
Stoop, kneel, crouch, or crawl	x			



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Talk				x
Hear				x
Taste	x			
Smell	x			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				x
Up to 25 pounds		x		
Up to 50 pounds	x			
Up to 100 pounds	x			
More than 100 pounds	x			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				x
Analyze				x
Communicate				x
Copy		x		
Coordinate				x
Instruct			x	
Compute				x
Synthesize			x	
Evaluate				x
Interpersonal Skills				x
Compile				x
Negotiate		x		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts	x			
Work in high, precarious places	x			
Fumes or airborne particles	x			
Toxic or caustic chemicals	x			
Outdoor weather conditions	x			
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			
Risk of electrical shock	x			
Work with explosives	x			
Risk of radiation	x			
Vibration	x			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	x
Color vision (ability to identify and distinguish colors)	
Peripheral vision	x
Depth perception	x
Ability to adjust focus	x

NOISE LEVEL:	Exposure Level
Very quiet	



NOISE LEVEL:	Exposure Level
Quiet	
Moderate	x
Loud	
Very Loud	