



MAPLE HEIGHTS JOB OPENING

FULL-TIME PURCHASING AGENT

The City of Maple Heights is accepting applications for a full-time Purchasing Agent. This position reports to the Finance Director and interacts with other department heads, officials and the general public.

Responsibilities: The ideal candidate will be responsible for processing purchase orders, invoices, payments and expenditures, researching and purchasing items needed, tracking all purchase orders, preparing an analysis of accounts and other monthly reports, reconciling processed payments, providing support during audit, verifying expense reports, corresponding with vendors regarding payments and other finance-related inquiries, communicating with departments regarding purchasing needs and other duties as assigned.

Experience: At least 3 years related experience or an equivalent combination of education, experience and training which corresponds with the job responsibilities (required). Auditing experience (preferred). Experience with Software Solutions Inc. eGov Professional (preferred).

Qualifications: High School Diploma (required), Associates Degree in Accounting, or closely related field (preferred). Knowledge of Government/Fund Accounting (preferred).

Must have an understanding of accounting principles and basic bookkeeping, excellent communication, strong work ethic and time management skills, teamwork capabilities, organizational and analytical skills. Must have the ability to pay attention to detail, work independently, prioritize tasks and enter a high volume of accurate data. Must have the ability to understand financial principles, maintain confidentiality and monitor data. Must be proficient in Microsoft Office (Excel and Microsoft Word). Must be able to plan, organize, meet deadlines and use good judgement.

Salary: \$40,000- \$63,036

Applications available at www.CityMapleHeights.com and at City Hall - 5353 Lee Road, Maple Heights, OH 44137 attention HR or email to HR@MapleHeightsOhio.com. EOE, drug/smoke free workplace.

QUALIFIED RESIDENTS ARE ENCOURAGED TO APPLY