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POSITION DESCRIPTION

TITLE	Procurement / AR Specialist	e-mail resume:	Jamie.flechas@habctx.org
SUPERVISOR	Director of Finance & Govt. Programs	DEPARTMENT	Finance
REGULAR/TEMP	Regular	FULL/PART	Full-time

General Summary

We are looking for a Full-time Procurement / Accounts Receivable Specialist to support the Finance Department at the Housing Authority of Bexar County main office. The Specialist is primarily responsible for processing accounts receivables along with coordinating, facilitating, and expediting capital fund and development related procurements for the Authority utilizing all appropriate procurement methods.

The Procurement / Accounts Receivable Specialist is required to perform all procurement and accounting related tasks in accordance with established business processes, HABC Policies and Procedures, applicable federal, state, and local regulations, and the Department of Housing and Urban Development (HUD) Procurement guidelines.

Principal Duties And Responsibilities

- Facilitate all levels of the procurement process from advertising through contract award.
- Prepare bid tabulations and scoring matrices from vendor responses to open solicitations.
- Accurately maintain all supporting files and documentations for each assigned procurement.
- Collaborate with internal stakeholders to develop appropriate specifications, scope of work, and related procurement materials.
- Conduct pre-bid and pre-proposal conferences.
- Prepare and issue notices (if necessary) for a procurement.
- Assist in the development of procurement related resolutions for approval by the HABC Board of Commissioners.
- Source and interview potential vendors regarding their products and services.
- Ensure awarded vendors are in good business standing.
- Conduct negotiations with vendors, if necessary.
- Facilitate the resolution of procurement related issues.
- Posts payments by recording cash, checks and credit/debit card transactions.
- Posts payments by verifying and entering transactions from night drop box.
- Processing monthly tenant rent statements.
- Handle receipts, preparing and verifying bank deposits, and monitoring accounts receivable.
- Maintains absolute confidentiality of all records and information.
- Make copies of all checks, and complete deposit slips for daily bank deposits.
- Work with accounting specialist to verify status of delinquent accounts.

- Compare prices, specifications, and delivery dates and place orders with suppliers, mail order forms or online order.
- Maintain knowledge of all organizational and governmental rules affecting purchases/procurement.
- Serves as back up to the Accounting Specialist and all duties related.
- Other duties as assigned by the Director of Government Programs & Finance and/or Executive Director.

Knowledge, Skills And Abilities

- Knowledge of HUD regulations and HABC Policies and Procedures.
- Knowledge of public procurement practices.
- Knowledge of basic mathematics.
- Customer service skills.
- Ability to critically think, analyze problems, and recommend an appropriate course of action to solve problems.
- Ability to operate a personal computer and business software.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain cooperative relationships with diverse groups and maintain positive working relationships, demonstrate good judgement and integrity with HABC staff of all levels, residents, vendors, and the public.
- Ability to work under pressure and manage multiple projects
- Ability to read and understand operating manuals and purchasing policies and procedures.
- circumstances.

SUPERVISORY CONTROLS

- The employee has no supervisory responsibilities.
- The employee receives instructions from the Director of Government Programs & Finance.
- Courses of action, deadlines, and priorities are established by procedure, the supervisor, or the employee, depending on the assignment.
- Routine duties are initiated by the employee without supervisory direction.
- Instructions to the employee may be general or specific in nature.
- Problems or situations not covered by instructions are usually referred to the supervisor for resolution.
- The employee's work is reviewed periodically for accuracy, completion, and compliance with policies and procedures.

PHYSICAL DEMANDS / WORK ENVIRONMENT

- Work is principally sedentary, but may involve some physical exertion, such as kneeling, crouching, or lifting to obtain files and records, and eye strain from working with computers and other office equipment.
- Work involves the normal risks and discomforts associated with an office environment, but are usually in an area that is adequately cooled, heated, lighted, and ventilated.

- Position requires the need to sit, stand, bend and/or stretch for extended periods.
- Requires lifting, carrying and/or pushing up to 10 pounds.
- Occasional travel to various work locations in all weather conditions.
- Frequent repetitive hand movement (e.g., typing).
- Appointees will be required to possess a valid driver's license and be insurable according to agency guidelines only if the operation of a vehicle, rather than employee mobility is necessary to perform essential duties of the position.

Minimum Qualifications

- High School Diploma or GED equivalent required.
- Bachelor's degree in Business or related field preferred.
- Three (3) years of purchasing experience, preferably in a public capacity with a public housing authority. Direct related professional experience may be substituted for education requirement on a year-by-year basis
- Bondable.
- Must be able to work weekends and/or holidays to finalize month end for processing, if necessary
- Must be extremely organized and have a strong attention to detail
- Must be able to multi-task and complete tasks while getting interrupted.
- Strong oral and written communication skills required
- Strong work ethic and team player
- Flexible and adaptable to succeed in a growing and dynamic decentralized environment
- Strong problem-solving and analytical skills
- Be respectful of management and fellow co-workers
- Proficient in Microsoft Word, Excel, and Outlook
- Eligible for coverage under the HABC fleet auto insurance.

Mental and Physical Abilities:

The mental and physical demands described here 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.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position open until filled

HABC is an equal opportunity employer that values diversity at all levels. All individuals, regardless of personal characteristics, are encouraged to apply.