



JOB DESCRIPTION

TITLE: Buyer

EFFECTIVE DATE:

LOCATION: Ft Sill

REPORTS TO: Supply Manager

JOB SUMMARY:

Performs one or more routine accounting clerical operations, such as: examining, verifying, and correcting accounting transactions to ensure completeness and accuracy of data and proper identification of accounts, and checking that expenditures will not exceed obligations in specified accounts; totaling, balancing, and reconciling collection vouchers; posting data to transaction sheets where employee identifies proper accounts and items to be posted; and coding documents in accordance with a chart (listing) of accounts. Employee follows specific and detailed accounting procedures. Completed work is reviewed for accuracy and compliance with procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Follow procedures for maintaining high standards of quality and reliability of the company purchasing system. Follow purchasing requirements relating to suppliers in order to meet real customer internal and external needs. Receive, examine and process department requisition orders; answer questions and provide information for PCSI Management. Maintain a variety of logs and records relating to the purchase and procurement of materials, supplies and equipment. Other duties as assigned

ORGANIZATIONAL RELATIONSHIP:

The Stock Clerk reports directly to the Supply Manager and has a support responsibility to all functional managers.

KNOWLEDGE, SKILLS AND ABILITIES REQUIREMENTS:

Must have a minimum of five (5) years recent relevant experience and/or formal vocational/technical training and be proficient in mathematics. Must have data entry skills and experience using current computer software applications. Each complete year of accredited college education in a related field may be substituted for the equivalent number of years of required experience. Must have the ability to effectively read, write, and speak the English language.