
		<b>JUDICIARY OF GUAM</b>	PROCUREMENT DEPARTMENT JOB STANDARD
TITLE: <b>RECEIVING AND INVOICE PROCESSING COORDINATOR</b>		EFFECTIVE DATE: October 2017	
PAY GRADE:  <b>K</b>	TOTAL HAY EVALUATION POINTS:  <b>275</b>	POSITION STATUS:  [ X ] Classified [ ] Unclassified [ X ] FT [ ] PT	
FLSA CATEGORY: [ ] Exempt [X] Non-Exempt		EEO CATEGORY: OFFICE/CLERICAL	
REPORTS TO: Property & Asset Management Specialist		APPROVED BY: 	

**NATURE OF WORK:**

Supports the procurement of commodities and services required by the Judiciary in accordance with Judiciary Procurement policies, rules and regulations, with responsibilities for coordinating receiving, inspection, purchase reconciliation, documentation and reporting. This position supports invoice verification and confirmation of purchased assets in accordance within the fiscal rules. Oversees receipt of all goods and service invoices in support of tasks of procurement operations. Completes daily receiving entries and forwards to accounts payable for processing.

**ESSENTIAL FUNCTIONS:** (This is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the incumbent for this position. Duties, responsibilities and activities may change at any time with or without cause.)

Oversees the receipt of purchased goods verifying counts and quality; completes transactions to receive products; processes paperwork and completes all necessary transactions according to established procedures.

Locates products to the appropriate location according to procedures.

Inspects all packages upon arrival, documents any signs of damage, assists with the resolution of freight claims in a timely manner.

Coordinates with buyers on anticipated shipments and deliveries; notifies and or delivers product to end users.

Confers with department heads, vendors, and outside agencies concerning purchases, deliveries and acceptability of supplies; and receipt of services.

Verifies shipping invoices against purchase orders and other data; distributes documentation to buyers; departments; and accounts payable as required.

Assists with the delivery and issuance of supplies to various department personnel responsible for the purchasing activities of their division.

Routes copying and circulation of quotes, bids and proposal for evaluation.

Researches pricing obtaining quotes locally on low value items.

Preparation of management information and statistical report.

Receives requests and prepares the requisitions for the Procurement and Facilities Management Department; processes the appropriate documents for local or overseas purchases/Services/Contracts by Purchasing Officers.

Assists in developing, reviewing, publishing, facilitating, and evaluating documented quotations and request for proposals, and awarding of solicitations.

Assists in the evaluation of vendors to determine their capability for performing established specifications.

Applies working knowledge of procurement fiscal rules for the procurement of goods and services.

Prepares and maintains accurate records and documentation on all purchasing contracts, correspondence and related follow up.

Maintains working knowledge of purchasing policy and procedures as directed by judiciary and fiscal rules.

Processes appropriate documents and forms for issuing stock items; coordinates with requestors and makes sure the right materials are purchased as needed; finds samples of materials to be purchased if necessary.

Provides purchased materials to the responsible receiving office and does all actions for completing the process.

Maintains appropriated records to ensure that procurement processes, decisions, and contractual agreements are accurately documented for accountability and audit purposes.

Adheres to and complies with all promulgated policies, standards, and codes of ethical conduct.

Perform other related duties as assigned.

**MINIMUM KNOWLEDGE, ABILITIES & SKILLS:**

Knowledge of generally accepted purchasing principles, established procedures, departmental guidelines, and regulatory requirement applicable to work.

Ability to understand and follow direct written and oral instructions.

Ability to read, update, evaluate and maintain various records and files.

Ability to perform comparative analysis, problem solving, and identify solutions.

Ability to access, operate and document in various software applications.

Ability to clearly communicate information both orally and in writing.

Ability to operate basic office equipment (ie. Computers, printers, copy machine, telephone systems, facsimile machines and other digital based equipment.

Ability to develop and implement policies and procedures for the utilization of vendor catalogs, commercial registers, directories, office files, and other resources for the procurement of goods and services.

Skilled in the principles and practices of government purchasing and analysis.

Skilled in performing moderate-to-complex tasks and mathematical computations, and tabulations accurately and efficiently, as they relate to purchasing and fiscal operations of the department.

Skilled in the ability to work under specific deadlines, set goals based on priorities and deploy time management skills.

Skilled in establishing and maintaining effective working relationships with all other personnel, departmental personnel, supervisors, and vendors.

**MINIMUM EDUCATION, EXPERIENCE & TRAINING:**

- A. Graduation from a recognized college or university with an Associate's degree in Business or Public Administration or closely related field; plus two (2) years of experience performing complex office/administrative work; or
- B. Graduation from high school or GED equivalent; plus three (3) years and six (6) months of experience performing complex office/administrative work.