



## Gary Housing Authority

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<b>Position Title:</b>	Purchasing Clerk	<b>Department:</b>	Executive
<b>Reports to:</b>	Procurement Manager	<b>Approved By:</b>	Executive Director/CEO
<b>FLSA Status:</b>	Exempt	<b>Approved Date:</b>	7/15/24

### Summary

The primary purpose of this position is to ensure that all materials and resources needed for Gary Housing Authority are ordered in a timely manner. The Procurement Clerk often uses technology to record data, creating and maintaining documents as necessary with filing and maintaining contracts, and records. Maintains records of current parts in inventory and on order.

All activities must support the Gary Housing Authority (“GHA” or “Authority”) mission, strategic goals, and objectives.

### Essential Duties and Responsibilities

*The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned, as needed.*

- Provide copies of all project-related, billable invoices to the Procurement Manager and Finance Department
- Reviews all purchase requisitions for completeness and proper authorization
- Monitors and maintains current inventory levels
- Places inventory orders for routine purchases
- Reconcile vendor statements to unpaid balances, whenever such statements are provided
- Records purchases, maintains perpetual inventory records, performs physical counts of inventory, and reconciles actual stock count to perpetual inventory records.
- Receives, unpacks, and places inventory in the appropriate area of the warehouse and/or storage areas. Completes receiving report and gives to the Procurement Manager
- Perform data entry in support of Accounts Payable, including vouchers, checks, and Property Manager, Procurement Manager and Finance Department
- Works with AMP staff and vendors to facilitate purchasing activities
- Provide backup to other Accounts Payable, as needed, for all other accounts payable responsibilities
- Support enhancements to the Yardi system with respect to supplier sites, ship to locations, master items, employee setup
- Daily support and project support PHA-Wide
- Evaluate received bids and quotes
- Inventory Tagging
- Obtain best value for goods and services using all available resources and appropriate procurement methods



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- Must be willing to participate in automation projects and applications and managing projects from start to finish
- Package and distribute check payments as appropriate
- Prepare and record manual checks
- Maintain open invoices and paid bills, including adequate documentation and support (invoices, receipts, vouchers, purchase orders, check copies, and correspondence) for each transaction as recorded

### **Behavioral Competencies**

*This position requires the incumbent to exhibit the following behavioral skills:*

*Job Knowledge:* Exhibits requisite knowledge, skills, and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned organizational entity of the Authority; uses appropriate judgment & decision making in accordance with level of responsibility.

*Initiative:* Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work.

*Commitment:* Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; and persists despite obstacles and opposition

*Professional Behavior:* Exhibits positive, polite, courteous, honest, and conscientious behavior with all internal/external clients. Accepts responsibility for actions and adjusts behavior as appropriate.

*Responsiveness and Accountability:* Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; and does fair share of work

*Reliability & Judgment:* Employee demonstrates sound reasoning and critical thinking by making decisions in line with established Agency expectations. Performs work in a reliable manner that is both accurate and timely.

*Teamwork:* Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed

### **Education and/or Experience**

Minimum of 2 years' experience application intake and maintenance. An equivalent combination of education and experience may be considered. Must possess a valid Indiana driver's license and be insurable under the Authority's plan.

### **Technical Skills**



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To perform this job successfully, the employee should have strong computer skills (MS Word, Excel, and Outlook). Must have the ability to learn other computer software programs as required by assigned tasks.

### **Physical Demands**

The 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.

To perform this job successfully, the employee is frequently required to remain in a stationary position. Daily movements include sitting; standing; operating computers and other office equipment; moving about the office; and attending onsite and offsite meetings. The employee must be able to communicate via email and verbally via telephone. The employee must occasionally transport up to 25 pounds.

### **Work Environment**

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 generally works on Authority properties, which may cause the employee to experience a range in temperatures and other weather conditions. The noise level may be loud, and the environment may be more hazardous than a standard office environment. This position may be required to work with contractors as well as Authority clients.

Office environment. The noise level in the work environment is usually moderate.

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