

COMPLIANCE AUDITOR

General Statement of Duties: Performs a variety of professional and technical duties involving the procurement of supplies, services and equipment; tracks and reviews countywide resolutions, supply and service contracts to ensure awards are in compliance with the stated contracts; works under the supervision of the Controller; performs related duties as required.

STATEMENT OF TASKS:

Receives and reviews all County contracted services for a wide variety of supplies, services and equipment;

Works in close conjunction with departmental personnel on such aspects of procurement as requirements, specifications, and prices;

Reviews and analyzes departmental purchases for opportunities to combine quantities of like materials to achieve volume discounts;

Sets up cost monitoring and reporting systems and procedures. Prepares Reports on assessment of cost effectiveness of products, projects, or services, tracking actual costs relative to bids as the project develops and develops progress reports;

Maintains and reviews computerized or manual records of items purchased, costs, deliveries, product performance, and inventories;

Evaluates and monitors contract performance to ensure compliance with contractual obligations and to determine need for changes;

Conducts research into markets and potential suppliers to determine most favorable contract structure;

Facilitates efficient billing procedures and when appropriate, expedites payment of invoices;

Assists with preparing bid documents as needed;

Assists with writing/recommending policies to mitigate risk of non-compliance and conducting internal audits to ensure compliance with established procedures;

Assists departmental personnel in using automated purchasing system.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of purchasing practices and policies;

Knowledge of business law;

Knowledge of word processing and spreadsheet software;

Ability to make decisions in accordance with federal and state laws, the Genesee County Purchasing Regulations, and applicable County policies;

Ability to establish and maintain effective working relationships with suppliers, County officials, employees, and the public;

Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS:

Bachelor's degree and one year of experience in purchasing operations;

OR

Five (5) years of experience in purchasing operations or compliance review such as the following responsibilities: ensuring policies and regulatory requirements are followed; writing/recommending policies to mitigate risk of non-compliance; conducting internal audits to ensure compliance with established procedures;

OR

Associates Degree and two years of experience in purchasing operations.


Human Resources Director

Established: June 20, 2016

Revised: December 12, 2016