

GENERAL INFORMATION

Title: Procurement and Budget Administrator

Classification: Non-exempt

Salary Grade:

Current Range: \$51,778 – 87,109

Reports to: Controller

Date: 11/08/17

JOB DESCRIPTION

Position Summary:

This is advanced professional administrative and supervisory work, planning, organizing and implementing various administrative activities in the Finance and Administration Division. As a key member of the Division, this position provides administrative support for various activities of the division, including managing and coordinating all phases of Museum procurement, budget development and other general administrative support functions.

An important aspect of this position's procurement role is to seek maximum value for the Museum in the purchase of goods and services and to use technology advanced products to the extent possible to improve operations.

This position requires a highly motivated, detail oriented individual who strives for excellence in a dynamic museum environment.

Supervisory Responsibility

May supervise part-time staff and/or interns as needed

Essential Functions

- Manages and coordinates all phases of museum procurement activities
- Ensures Museum procurement policies and procedures are followed
- Provides guidance and support to Museum staff with all aspects of the procurement process
- Researches and provides recommendation to Supervisor on best practices and ways to improve the Museums procurement process
- Ensures competitive pricing
- Researches, interviews and negotiates with suppliers to obtain best prices and develop specifications
- Receives bids over fax or through the mail. Entering and recording vendor submissions. Preparing bid responses

- Contacts vendors, uses catalogs or the web to conduct price comparisons for goods and materials
- Creates purchase orders for the acquisition of goods and services
- Designs inventory control procedures for the receipt and distribution of materials and supplies
- Works with line divisions to prepare and review specifications for the acquisition of a large variety of goods and services
- Reviews and analyzes proposed contracts, professional service agreements and leases
- Acquires goods and/or services through the use of Museum credit cards
- Manages all credit card related reporting requirements
- Coordinates development of operating and capital budgets with line Departments
- Monitors monthly budget to actual expenditures and provides variance justification report
- Supports revenue accounting functions as may be required
- Participates in various Museum task forces and committees as deemed appropriate
- Manages petty cash account as necessary
- Maintains vendor database in accounting system
- Manages vendor inquiries
- Assists processing daily deposits as necessary
- Assist the Controller in tracking and maintaining Museum insurance policies (except employee benefits , which are maintained by the HR Department)
- Assist in preparation of Journal entries and analyzing and reconciling G/L accounts in preparation for month-end closings.
- Prepare ad hoc reports and spreadsheets
- Assist with year-end closings
- Provides backup support as necessary for the Controller, and Senior Accountant
- Manages special projects as assigned by her Supervisor

Competency or Position Requirements

Thorough knowledge of the principles of general management and their application to Museum administration; thorough knowledge of budget development and procurement management; considerable knowledge of basic accounting principles and practices.

Work Environment/Physical Demands

Office environment; largely a sedentary role, sitting most of the day in front of a computer

Position Type/Expected Hours of Work

This is a full-time position working a regular day time shift

Travel

Some travel is expected to participate in meetings, professional development conferences, training, etc.

JOB REQUIREMENTS (EDUCATION, EXPERIENCE, CERTIFICATION)

Education and Experience

Bachelor's degree in Business, Public Administration or related field; a minimum of five years administrative experience in the areas of procurement, budget administration and accounting are required. (Experience does not have to be in all these areas, but a combination of them)

Preferred/Desirable Qualifications

Experience with personal computer software applications (spreadsheet and/or data manager) related to procurement, budgeting and/or accounting; and work experience in a museum non-profit organization is highly desirable. Knowledge of Blackbaud, Financial Edge and/or other Financial Software desirable.

Certification Required

None

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

To Apply:

Please submit a cover letter and resume to:

Sandra.williams@vizcaya.org or

HRVizcaya@vizcaya.org

EOE

Vizcaya Museum and Gardens is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, national origin, pregnancy, age, disability, marital status, familial status, sexual orientation, gender identity or expression, status as a victim of domestic violence, dating violence or stalking, protected veteran status or other characteristics protected by law.