



JOB DESCRIPTION

Position Title: **Procurement Administrator**

Reports To: Plant Manager

Qualifications: Accounting Knowledge, Inventory Experience, Clerical Experience

Each position's major objective is to perform responsibilities in accordance with the Company's Corporate Values & Mission Statement: "SERVICE to our customers, employees, communities, and shareholders is the reason our businesses exist. In this service, we deeply value HONESTY, EXCELLENCE & CONTINUOUS IMPROVEMENT. We commit to work together fairly and safely, holding these values for the common good."

Major Responsibilities

- Coordinate with multiple departments to assist with inventory procurement and inventory
- Perform accounting functions including purchase orders, accounts receivable billing, cash receipts, payables processing, and maintaining the banking function.
- Ensures that all required bookkeeping functions of the office are completed in an accurate, timely, neat, and orderly manner.

Specific Duties

- Create purchase orders by coordinating with various personnel to ensure the plant has the necessary inventory to manufacture products.
- Set up jobs in the software system by coordinating with the sales team and project management teams.
- Assist with processing sales and payment receipts for customers without a credit account.
- Coordinate with plant personnel and other bookkeeper(s) to ensure the company is receiving inventory properly.
- Assist cost-accounting personnel with general inventory tracking and management.
- Fulfill bookkeeping needs for the resale department.
- Other duties of projects assigned by management.

Job Requirements

- Proficient in using accounting software (e.g., Sage) and MS Office Suite (Word, Excel, PowerPoint).
- Familiarity with Generally Accepted Accounting Principles (GAAP)
- Strong attention to detail and accuracy in data entry and record-keeping
- Excellent organizational and time management skills

Job Requirements (continued)

- Ability to prioritize tasks and meet deadlines
- Strong written and verbal communication skills
- Familiarity with journal entries, financial report writing, and account reconciliation
- Ability to maintain confidentiality of sensitive information

Benefits:

- 401(k) w/ Matching
- Health Insurance
- Dental & Vision Insurance
- Paid Time Off (PTO)
- Disability insurance
- Retirement Plan

Note: This job description is not intended to be all-inclusive. The employee may perform other related duties as negotiated to meet the ongoing needs of the organization. This position is full-time, Monday-Friday, 40 hours per week, in-person, in the office.

Qualified applicants should apply online at www.dunnutility.com/careers.