



**ISLE OF WIGHT COUNTY**  
invites applications for the position of:

## **Junior Accountant (Assistant Purchasing Agent)**

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**SALARY:** \$41,458.00 - \$53,896.00 Annually

**OPENING DATE:** 04/19/22

**CLOSING DATE:** Continuous

**DESCRIPTION:**

The Junior Accountant (Assistant Purchasing Agent) assists with procurement services for the County. The incumbent's duties involve work in the procurement of a variety of supplies, materials, vehicles, equipment, construction, capital outlay projects, professional, non-professional, and other duties such as maintaining purchase order cycle, preparing payment vouchers for miscellaneous invoices, website administrator duties, verifying Purchasing Card (PCard) transactions, preparing fiscal reports, preparing year-end financial schedules and performing administrative duties in support of the Purchasing department and Budget & Finance as needed.

**EXAMPLES OF DUTIES:**

- Assists with formal solicitation packages including: review and preparation of detailed technical specifications, required terms, conditions for sealed competitive bid and proposal, required bonding and surety information, sample contract and special instructions;
- Assists with bid advertisement notices, bidders list and initiates vendor development as required;
- Assists user departments in developing specifications, scope of work, invitation for bid/request for proposal criteria, and providing direction as to proper preparation of procurement documents;
- Provides initial review of procurement requests for adequacy and completeness;
- Assists with public openings of sealed competitive bids at predetermined time;
- Assists with incoming requisitions and projects requests for adherence to established purchasing manual procedures and County policies;
- Assists with oversight and performs reconciliation of the P-card system;
- Assists accounts payable with calls regarding checks, inquiries regarding invoices and all other associated vendor inquiries.
- Post IFB's and RFP's on eVa VBO website, county website and bulletin board. Post addendums as needed.
- Creates requisitions in eVa for purchases on State contract.
- Prepares payment vouchers for regular and miscellaneous invoices.
- Maintains a variety of manual and automated data files including all updates to vendor lists on the general ledger as needed.
- Monitors various contracts (i.e. leases, audit, etc.) and managing the terms (time frame, payment, etc.)
- Maintains purchase order cycle – requisition through purchase order, including maintenance of purchase order file.
- Sets up vendor accounts and sends county vendor requests for W9.

- Assists departments with questions regarding their line items in Munis pertaining to purchase orders.
- Reconciles monthly centralized purchasing accounts.
- Performs other related duties as assigned.
- Observes all approved safety and health policies and procedures pertaining to his/her work activities and performs all work tasks in a safe and healthy manner in accordance with County policy.

**PHYSICAL DEMANDS**

The work is light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Requires the use of fingers, balancing, climbing, crouching, grasping, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, standing, talking, visual acuity, and walking.

**REQUIRED QUALIFICATIONS:****Education and Experience:**

Bachelor's degree and a minimum of one (1) year of work experience in purchasing, or related field and/or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities. Virginia Local Government public procurement experience preferred.

**Special Requirements:**

Munis experience preferred

**SUPPLEMENTAL INFORMATION:**

Open until filled.

Please Note: All County employees may be required to report to serve our customers during emergency conditions. While some will perform their regular duties, others may be assigned to report at a different time and location and to perform different duties from their regular jobs.

Employees will either be deemed essential personnel and provide services that must continue regardless of or pursuant to a state of emergency or will be deemed nonessential personnel that will be required to report to work in an emergency if they receive an assignment to shelter duty or other duty.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.co.isle-of-wight.va.us/>

Position #1  
JUNIOR ACCOUNTANT (ASSISTANT PURCHASING AGENT)  
LT

17090 Monument Circle, Suite 108  
Isle of Wight, VA 23397  
(757) 357-6656

[hrdept@isleofwightus.net](mailto:hrdept@isleofwightus.net)

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