

MICHIGAN HOUSE OF REPRESENTATIVES

POSITION DESCRIPTION

POSITION: Buyer/Finance Specialist

GRADE: 9

REPORTS TO: Finance Director

POSITION SUMMARY: This is an at-will, non-partisan position. The Buyer/Finance Specialist completes and oversees the various steps to acquire goods/services for the House and House Fiscal Agency. Processes purchase orders, contracts, lease arrangements, and handles bidding processes. Responsible for processing daily postage reports, estimate slips, maintaining postage logs, commercial mail orders, and tracking bulk permit balances. Enters data to update various log/allotment accounts and monitors the allotment accounts.

PRINCIPLE RESPONSIBILITIES AND DUTIES:

1. Functions as a professional senior buyer, completing or overseeing a variety of assignments to provide services for the purchase, lease and/or sale of commodities, products and services.
2. Reviews and edits bid specifications and helps in developing selection criteria and vendor requirements, and selecting terms and conditions for bid packages to ensure protection of House of Representatives' interests.
3. Processes contracts and purchase orders for the purchase of all products and services required by the House of Representatives and House Fiscal Agency.
4. Manages all House postage expenditures by processing daily postage reports, checking allotment balances, processing estimate slips and commercial mail orders, tracking bulk permit balances, and maintaining all postage logs. Reconciles the monthly postage bill from DTMB-Mail & Delivery Services.
5. Manually enters charges into the allotment logs for miscellaneous and postage expenses.
6. Maintains a listing of all comptroller and agency object codes used by the House.
7. Responds to allotment inquiries made by Members and staff.
8. Performs special projects and other duties as assigned.

JOB QUALIFICATIONS: Associates degree, and/or equivalent position related experience.