

Purchasing Manager

Opening Date: 09/29/2021

Closing Date: 10/08/2021

Summary: Under direct supervision of the Chief Financial Officer, the Purchasing Manager is responsible for planning, organizing and supervising the comprehensive purchasing functions for the Agency in compliance with mandated requirements. Overseeing daily activities including major purchases associated with opening and expanding centers; responding to a range of inquiries regarding processes or bid status; and, negotiating terms and conditions with vendors and/or service providers; and achieving department objectives and goals within budget.

Incumbent will also be responsible for the following: Managing required purchasing processes (e.g. orders, work orders and requisitions for supplies, equipment, conference requests, bids for potential commodities, supplies, equipment and services, etc.) for the purpose of acquiring necessary resources to support agency operation. Overseeing all functions related to the purchase of equipment, supplies and services for the program for the purpose of ensuring compliance with State and Federal regulations and GASB accounting procedures. Administering the bidding process and contracts for vendor performance/compliance within established limits (e.g. prepare specifications, evaluate bids, recommend vendors, conduct bid meetings, etc.) for the purpose of securing items and/or services within budget and in compliance with regulatory requirements. Processing purchasing-related information (e.g. bid documents, tabulations, requisitions, electronic procurement, product specifications, statements of work, performance terms, contracts, etc.) for the purpose of updating and distributing information, authorizing for action and/or complying with established accounting practices; and, researching contracts, suppliers, equipment and regulations, including evaluation of new products for the purpose of analyzing information to determine product and/or service need(s) and availability as necessary.

Desired Qualifications: Master's Degree in Accounting, Finance or related field, and a minimum two years of experience in procurement and contract negotiations; knowledge of Federal Procurement Regulations; HHS Administration of Grants, subpart and appendices, OHDS Grants Administration Manual, OMB Circular A-110 and attachments and OMB Circular A- I 02 preferred.

Minimum Qualifications: Bachelor's Degree in Business, Finance, or accounting; knowledge of Head Start Performance Standards 45 CFR 74.23 and 92.24, and OMB Circulars A-2, A-87, and A-122. Proficient in MS Excel, MS Word, Outlook, and Internet Explorer, Southware and electronic file reporting, transmission/reporting (via internet). Efficient in record keeping, report preparation, filing methods and records management techniques; and, ability to read and comprehend written instructions, routine correspondence and memos. A Mississippi Driver's License is required..

Submit resume and official copy of transcript to:

Miraea H. Gavin, Human Resources Director

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