



Secretary of State's Office
Finance Division
Procurement and Finance Officer

- Responsible for purchasing materials, supplies, services and equipment for agency including creating and publishing requests for quotes, invitations for bid and requests for proposals.
- Source goods or services via state contract and open market.
- Serves as liaison between Agency, contractors and various boards for contract creation, review/approval and execution.
- Coordinate with agency staff and vendors as needed for moving services.
- Communicate with vendors as needed.
- Create purchase orders in MAGIC related to procurement.
- Upload contracts in MAGIC related to procurement.
- Review & monitor contracts for expiration, renewal, etc.
- Administer agency procurement card program.
- Stay up to date with procurement laws and regulations.
- Work with control agencies to resolve related issues.
- Review Agency's travel card and usage.
- Serve as Certified Fleet Manager for Agency
- Inventory control coordinator
- Other duties as assigned.

Preferred qualifications:

- Applicant should have strong attention to detail and advanced analytical skills, including experience in Microsoft Excel and Word.
- Typically requires a Bachelor's Degree and 4-5 years of experience and/or appropriate certification.
- Preferred candidate will have demonstrated knowledge of MAGIC ECC and SRM processes