



<b>Job Title</b>	Purchasing and Resource Coordinator	<b>FLSA Status</b> <b>DOL Status</b>	Non- Exempt Full-time
<b>Program/Department</b>	Accounting	<b>Supervisory Responsibilities</b>	No
<b>Reports To</b>	Controller	<b>CEO Approval Date</b>	2.22.2021 10.14.2021 <i>(previously ECS Resource Coordinator)</i>
<b>Work Schedule</b>	Office Hours follow business hours and may vary with supervisor approval; may include occasional evening and weekends.		
<b>Must pass required background check</b>			
<b>POSITION OVERVIEW</b>			
<p>The Purchasing and Resource Coordinator is responsible for coordinating and booking arrangements for conferences, training, travel, and other similar activities for Sunbeam’s Early Childhood Services (ECS) Department. Additional job duties include developing and maintaining purchasing guidelines, establishing relationships with supply vendors, and ensuring that all purchasing procedures are being followed. The role requires organization of processes, a high volume of ordering requests, and follow-up with staff and vendors. Communication is a significant component of the successful work-flow and function of this position, ensuring staff are aware of the proper processes and real-time updates on the status of purchasing and travel requests.</p> <p>All employees and volunteers are expected to be sensitive to our clients’ cultural and socioeconomic characteristics, reflect Sunbeam Family Services core values and to perform at Sunbeam’s standards of excellence at all times.</p>			
<b>ESSENTIAL FUNCTIONS</b>			
<ul style="list-style-type: none"> <li>▪ Serve as liaison between Sunbeam’s Accounting Team and Early Childhood Services Department.</li> <li>▪ Prepare monthly P-Card Reconciliation.</li> <li>▪ Order program and office supplies for ECS employees. Track receipt, coding and processing of accompanying invoices.</li> <li>▪ Responsible for travel reimbursement requests and entry into accounting system.</li> <li>▪ Coordinate conference, hotel and travel arrangements for ECS employees and prepare per diem requests for days traveled.</li> <li>▪ Manage ECS corporate purchase card transactions, reconcile bi-monthly, track charges, and document purchases with receipts and other appropriate documentation.</li> <li>▪ Attend ongoing training to maintain current and accurate knowledge to ensure compliance with federal regulations and best practices.</li> <li>▪ Assist in identification, development, implementation, and maintenance of purchase policies,</li> </ul>			

practices, and guidelines.

- Maintain complete electronic files for current operations and future monitoring.
- Assist accounting department with month-end closing duties as they relate to purchasing transactions.
- Perform other appropriate and related responsibilities as assigned by Supervisor or Executive Staff.

**JOB QUALIFICATIONS**

	<b>Minimally Required</b>	<b>Preferred</b>
Education	Associates Degree	Bachelor's Degree
Experience	Two (2) years general business experience	2-5 years of experience in a general or early childhood administration position  2-5 years of experience in purchasing/procurement role
Skills Knowledge Abilities	<p>Sustained concentration to detail and accuracy, along with the ability to prioritize workload and meet deadlines</p> <p>Basic familiarity with coding travel expenses and other purchasing transactions</p> <p>Ability to establish and maintain effective working relationships with employees, partners, and vendors</p> <p>Excellent organizational skills and problem-solving orientation</p> <p>Ability to collaborate and work well within a team environment and with multidisciplinary teams</p> <p>Ability to communicate effectively with others</p> <p>Ability to exercise initiative, work independently and exercise critical thinking skills</p> <p>Proficient in Microsoft Office 365 with emphasis on Excel, Outlook, and Sharepoint</p> <p>Local travel required and must have a valid Oklahoma driver's license and insurance as required by the position</p>	<p>Experience with uniform guidance as it relates to allowed and unallowed costs</p> <p>Previous knowledge and experience working with early childhood education programs a plus.</p>

**WORKING CONDITIONS**

Physical Demands

While performing the duties of this job, the employee is required to frequently communicate with staff and others, and must be able to exchange accurate information when doing so. The employee must be able to remain in a stationary position 50% of the time and occasionally move about inside the office to

access file cabinets, office equipment, attend meetings, etc. Must be able to operate and use a computer. Occasionally must be able to move needed materials weighing up to 20 pounds.

Work Environment

The employee will work in an office environment, may work in close quarters with other staff. The noise level in the work environment varies from quiet to moderate; frequent disruptions may occur.

Vaccination

This position is subject to Sunbeam's Mandatory COVID-19 Vaccination Policy. All Sunbeam employees are required to be fully vaccinated against COVID-19, or have an approved exemption. Exemptions to the vaccine requirement will be considered for individuals with medical condition(s) that prevent them from being vaccinated and for individuals with sincerely held religious beliefs that prohibit them from being vaccinated, consistent with applicable federal and state law. Proof of Vaccination, as defined by Sunbeam policy, or an approved exemption is required for any employment effective on or after December 31, 2021.

Other

The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. These statements are intended to describe the general nature and level of work performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel or candidate and may be subject to change at any time. Reasonable accommodations may be made to enable individuals to perform the essential functions.

**Sunbeam Family Services is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We are committed to fair and equal in all its employment practices for persons without regard to race, ethnicity, color, creed, age, gender, sexual orientation, gender identity or expression, pregnancy, religion, disability or degree thereof, national origin, domestic/marital status, political affiliation or opinion, veteran status, HIV status, AIDS status, genetic information, and any characteristic protected by federal, state, or local laws.**

**SIGNATURE**

By signing this job description, the employee/candidate affirms that they possess the knowledge, skills, and abilities necessary to perform the essential functions of the job as stated above, with or without reasonable accommodation. It is also understood that employment with Sunbeam is considered "at will," meaning that either Sunbeam or an employee may terminate the employment relationship at any time with or without cause or notice. This job description does not and is not intended in any way to create a contractual employment relationship. Sunbeam may also change this job description and the expected duties from time to time at its sole discretion.

Employee/Candidate PRINTED Name		
Employee / Candidate Signature		Date: