

FINANCIAL TECHNICAL ANALYST

Location: 9290 Farrand Rd, Montrose, MI 48457

Applications are required for consideration for this position. Resume Submission alone is not an application for a position. An individual **must** complete our standard application form and provide proof of certificates and licenses required for the posted position.

There is one (1) opening for a Financial Technical Analyst at Genesee County Water and Waste Services in Montrose, MI. **Duties include:** Assumes responsibility for processing and placement of purchase orders for treatment plant supplies, parts and equipment. Assumes responsibility for ensuring available inventory for reliable repairs/replacement.

MINIMUM QUALIFICATIONS

- Must have a valid Michigan driver's license and qualify to drive a Division vehicle in compliance with the Division Driver Policy.
- Three to five years of related purchasing experience.
- Ability to read and interpret CAD Drawings, schematics and manuals in locating needed parts/equipment.
- Interpersonal skills necessary to request and provide information to all levels of staff, vendors and manufacturers.
- Analytical ability to conduct research and analyze information on a variety of new products and vendors.
- Computer skills necessary to maintain inventory and vendor records and generate related reports, including MS Office, MS Word, MS Excel, MS Outlook and equipment maintenance and inventory software (CMMS).

WAGE SCALE:

H-6	Must meet all minimum qualifications
H-7	Must have at least 6 years of relative experience and an Associates Degree in relevant field. At the Divisions discretion an equivalent combination of education, experience, and certification may be considered.

	(A)-Start	(B)-YR 1	(C)-YR 2	(D)-YR 3	(E)-YR 4	(F)-YR 5	(G)-YR 6	(H)-YR 7	(I)-YR 8
H-6	\$28.82	\$29.59	\$30.35	\$31.12	\$31.88	\$32.65	\$33.41	\$34.18	\$34.94
	\$59,945.60	\$61,547.20	\$63,128.00	\$64,729.60	\$66,310.40	\$67,912.00	\$69,492.80	\$71,094.40	\$72,675.20
H-7	\$31.10	\$31.94	\$32.76	\$33.60	\$34.44	\$35.28	\$36.12	\$36.95	\$37.80
	\$64,688.00	\$66,435.20	\$68,140.80	\$69,888.00	\$71,635.20	\$73,382.40	\$75,129.60	\$76,856.00	\$78,624.00

Applications shall be mailed to:
Genesee County Water and Waste Services, Attn: HR
4610 Beecher Rd, Flint, MI 48532
Applications can be e-mailed to: hr@gcdcwws.com

Position open until filled
Applications must either accompany or follow resume submission

NO PHONE CALLS. EEO.



GENESEE COUNTY DRAIN COMMISSIONER's OFFICE
DIVISION OF WATER & WASTE SERVICES

JOB DESCRIPTION

JOB TITLE: FINANCIAL TECHNICAL ANALYST

DEPARTMENT: Billing, Finance & ARTP

REPORTS TO: Varies depending on Department

REVISED: 09.19.2023

JOB SUMMARY (ARTP-Purchasing): Assumes responsibility for processing and placement of purchase orders for treatment plant supplies, parts and equipment. Assumes responsibility for ensuring available inventory for reliable repairs/replacement.

PRIMARY DUTIES & RESPONSIBILITIES:

- Purchases required system supplies, parts and equipment; assures documentation is complete and includes necessary authorization(s). Procures vendor price quotes in accordance with GCDC/TREATMENT PLANT policies.
- Fills inventory requests for work orders in a timely manner; maintain related inventory records.
- Performs regular inventory validation via physical counts.
- Prepares and processes purchase orders from other departments for system parts.
- Researches new vendors and parts availability; analyzes pricing information to determine and compare costs, quality, application and delivery.
- Utilizes the computerized maintenance management system CMMS to perform inventory control, stores and tracking; generates related reports.
- Operates bar code reader for intaking new parts correlating the part numbers in the CMMS to storage location.
- Works cooperatively with the Finance Department to assure timely payment of purchases and resolve questions regarding invoices.
- Utilizes equipment O&M manuals, schematics and construction drawings to identify procurement items along with assisting mechanics in plant equipment repairs and troubleshooting.
- Verifies receipt of items ordered (i.e., quantity, stock number, etc.) with vendor invoices; notifies vendor of damaged, defective, and/or incorrect shipments.
- Maintains purchasing records, database and files.
- Maintains records of all equipment, O&M manuals, data and files.
- Maintains current knowledge of supplies, parts and equipment utilized in a wastewater treatment plant.
- Procures treatment plant gas; tracks usage.
- Performs other duties as assigned.

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MENTAL, PHYSICAL REQUIREMENTS & WORKING ENVIRONMENT:

Financial Technical Analyst

- Mental ability to adapt and respond to multiple priorities and demands, work on tasks requiring accuracy and attention to detail, and handle pressures related to fulfilling purchase orders in a timely manner
- The ability to multi-task with strong organizational skills and attention to detail
- Ability to identify problems, think through options and recommend solutions.
- Physical ability to stock inventory and fill inventory requests. The incumbent is required to transport items weighing up to 100 pounds.
- Normal wastewater treatment plant environment with some exposure to raw sewage, fumes, odors, dust, noise, bodily injury, electrical and chemical hazards, confined work areas, and the like.
- This position shall not work remotely or virtually.

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