

Office of the Attorney General
Human Resources
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Indianapolis, IN 46204
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317-232-7979 (fax)



JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

Procurement and Contracting Manager

Summary: This position is the Procurement and Contracting Manager for the Office of the Attorney General and shall report to the Director of Finance. The position is responsible for negotiating and supervising the office procurement, purchasing, and contract operations. The Procurement and Contracting Manager will be an integral member of the finance team and assist in executing the mission of the Office of the Attorney General. This is an exempt level position for FLSA purposes.

Essential Duties:

1. Procurement and Contracting
 - a. Serve as OAG's head procurement agent.
 - b. Create requisitions and purchase orders as requested.
 - c. Oversee open PO balances and communicate any discrepancies to Finance team.
 - d. Audit vendor invoicing against vendor contract.
 - e. Review unliquidated PO report quarterly or as directed for potential encumbrance moves.
 - f. Coordinate with the finance team on spending and forecasting.
 - g. Work with the office and vendors to process all contracts through PeopleSoft SCM.
 - h. Track all existing contracts and MOUs to ensure continuous operation.
 - i. Create and maintain contract utilization reports for all active contracts.
 - j. Create and maintain contract vendor folders to store relevant documents electronically.
 - k. Manage an active list of OAG subscriptions and licenses.
2. Reporting and Reconciliations
 - a. Perform various reconciliations as directed by the Director of Finance.
 - b. Provide departments with individualized reports as requested.
 - c. Track annual OAG's statutory reporting requirements and provide executive team with updates.
 - d. Reconcile contract utilization reports monthly and communicate discrepancies to Finance team.
 - e. Submit to the executive team a monthly report of active contract expenses to date.
3. Other General Duties
 - a. Perform additional duties as required.
 - b. Create or update standard operating procedures as directed.
 - c. Participate in training to maintain or enhance current knowledge of principles, procedures, methods, and/or technology.
 - d. Liaison to other Attorney General departments and vendors for procurement and contracts.
 - e. Serve as a resource person to the office and vendors for procurement and contracts.
 - f. Treat all customers with high levels of sensitivity and respect.
 - g. Facilitate accomplishment of team objectives through cooperation and "lending a hand," even with assignments outside of normal areas of responsibility.

Qualifications:

- Master's degree preferred but not required
- Bachelor's degree or 5 years of related experience required
- At least 5 years of experience in finance or related work experience required
- At least 3 years of experience in State government (preferred but not required)
- Supervisory experience preferred but not required
- Ability to analyze and interpret data
- Specialized knowledge of Indiana Procurement Codes and standards and agency purchasing policies and practices
- Outstanding Customer Service Skill Set
- Ability to effectively communicate, verbally and in writing, with vendors, agency/division/program directors and representatives regarding purchasing process
- Ability to develop new, or modify existing, accounting procedures and methods
- Ability to work remotely when required (Microsoft Teams, VPN, or other remote access technology experience)

Specific Job Requirements include:

- Proficient in Microsoft Word, Excel, Outlook, and PowerPoint
- Experience and proficiency with PeopleSoft
- Experience and proficiency in Hyperion
- Experience in State Appropriations and Budgeting

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Operate in a professional office environment. Routinely use standard office equipment such as computers, phones, photocopiers, filing cabinets and other office machines.
- Regularly required to talk or hear.
- Frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Requires the ability to occasionally lift office products and supplies, up to 20 pound