



TITLE: Procurement Specialist

CLASSIFICATION: Exempt

PROGRAM: Non-Program Specific

DEPARTMENT: Finance

EMPLOYMENT STATUS: Full Time/Schedule varies based on program needs and regularly includes evenings/weekends.

LOCATION: Hoboken, NJ

REPORTS TO: Finance & Accounting Supervisor

SALARY RANGE: TBD

ESSENTIAL FUNCTIONS:

- Conduct market research for items needed for agency programs and departments, identify and recommend potential local competitively priced suppliers and provide reports as requested.
- Conduct competitive procurement actions including Request for Proposal/Bids/Quotations evaluate proposals/quotes based on established equivalent criteria including cost/price analysis, experience, schedule availability, references, etc.
- Ensure cost savings by proactively seeking, identifying the most beneficial deals in regards to cost and quality for materials and services that meet agency needs.
- Assist program teams in developing their procurement plans and with guidance from management, consolidate them into an agency procurement plan on an annual basis.
- Provide procurement assistance when necessary
- Ensure compliance with Head-Start Performance Standards, OMB Circulars, FAR regulations and HOPES CAP, Inc. applicable policies and procedures.
- Review contract terms to ensure compliance with agency needs, policies and procedures and applicable regulations and grant contractual requirements.
- Work with vendors to coordinate the delivery of goods to final destination.
- In collaboration with the designated staff and management, evaluate and measure supplier performance to ensure performance meets expectations, including lead time, product/service quality and contract commitments.
- Actively participate in special community events and agency-wide initiatives including development events and activities.
- Perform any other duties as assigned in support of agency and program needs and operations.

MINIMUM REQUIREMENTS: (Must be fully met in order to qualify for position)

- Bachelor's degree in Finance, Accounting, Math/Stats, or Marketing
- 3 years of professional experience and at least 1 year relevant experience or equivalent combination of education and experience.
- Knowledge of generally accepted accounting principles, federal and state funding related regulations, applicable financial audit requirements and standards and general fiscal regulations applicable to non-profit organizations.
- Proficient computer skills to include Microsoft Office (intermediate to advanced Excel), database systems, email and internet.

ADDITIONAL PREFERRED QUALIFICATIONS: (Optional, used to determine best match in candidates)

- Master's degree in Finance, Accounting, Math/Stats, or Marketing
- 3 years of professional experience and at least 1 year relevant experience
- Knowledge of the OMB Circular and Federal Acquisition Regulation (FAR) requirements.

Submit resume to hr@hopes.org

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HOPES CAP, Inc. is an At-Will Employer