



Metropolitan Transportation Authority Office of the Inspector General

Job Title: Procurement Associate

Note that this vacancy is budgeted at the middle of the salary range.

Salary Range: Min. \$67,214 Mid. \$84,018 Max. \$100,822

Open & Closing Dates: 5/24/2022 – Open until filled

Agency: Office of the Inspector General/Metropolitan Transportation Authority

Location: New York, New York

Hours: 9:00am – 5:30pm

Office of the MTA Inspector General

The Office of the MTA Inspector General (MTA/OIG) provides independent oversight to the MTA and its constituent agencies. MTA/OIG performs audits and conducts investigations to promote a safe, reliable, and affordable public transportation system and root out waste, fraud, and abuse.

The MTA/OIG is comprised of executives, investigative attorneys, investigative auditors, investigators, IT, and administrative staff.

Duties & Responsibilities

- Coordinates and procures all goods, supplies, materials, office equipment, maintenance services, IT hardware, IT software, IT software-as-a-subscription (SaaS) and IT licenses, legal and media publication subscriptions and any other acquisitions, contracts, and agreements.
- Ensures that all procurements for goods, equipment, licenses, and services are obtained competitively and at the best value to the MTA/OIG and the availability of funds for these purchases.
- Communicates and collaborates with OIG departments and staff to understand and identify their respective procurement needs and requirements.
- Identifies those supplies, goods, licenses, and services, especially technology equipment and software licenses, obtainable through competed and existing MTA/HQ, NYS Office of General Services (OGS) and other government contracts.
- Negotiates contracts, agreements, licensing arrangements and associated costs for material products and vendor services.
- Conducts fair market comparisons and bids as required by local, state, and federal procurement statutes, regulations and MTA guidelines and procedures.
- Provide guidance to users in the preparation of procurement requisitions for goods, supplies, office equipment, maintenance services, subscriptions, IT/technology equipment, software, and licenses.
- Work closely with users to ensure timely entering of all procurement requisition and vendor information into the OIG Administration Unit automated financial system (QuickBooks/Method).
- Ensures the accuracy of the goods delivered and services provided, and that required documentation is obtained and entered in QuickBooks/Method.
- Works closely with Accounts Payable to ensure timely payment to vendors, suppliers and other service providers for goods, supplies and equipment provided and services rendered.
- Maintains up-to-date automated records in QuickBooks/Method for all vendors and suppliers, procurements, contracts, and agreements, including renewal and expiration dates.
- Communicates with vendors, suppliers and account executives regarding pending procurements, service agreements, contracts, and other requisitions.



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- Develops and maintains strong working relationships with MTA/HQ procurement staff.
- Analyzes the MTA/OIG procurement process and procedures to improve efficiency and effectiveness of goods and services acquisitions.
- Provides administrative and project support to MTA/OIG Administration Unit as required.
- Other duties as assigned by the Director of Administration or their designee.

Position Requirements

- A Bachelor's degree from an accredited educational institution in business, business administration, finance, accounting, economics, or a related field.
- Minimum of six (6) years' experience in a procurement division for a large private or public sector employer. Procurement experience in a local, state, or federal government agency is preferred.
- Knowledge of applicable local, state, and federal procurement statutes, rules, regulations, internal controls and processes.
- Knowledge of data processing, data inputting and word processing with excellent familiarity with Microsoft software products including Word, Excel, OneDrive, SharePoint, Power Point and Outlook/Exchange. Strong proficiency in Excel is desired.
- Knowledge of financial accounting software applications, knowledge of QuickBooks/Method, a plus.
- Ability to make sound judgments, and exercise critical, analytical, and problem-solving skills.
- Ability to compile, evaluate and interpret information and data from a variety of information sources.
- Ability to prioritize and complete work assignments in a timely manner.
- Ability to identify the most effective and efficient method to carry out duties outlined herein.
- Excellent organizational skills to manage a varied and high-volume workload.
- Excellent written and oral communication skills with an attention to detail are required, including the ability to communicate complex information to a lay audience.
- Excellent interpersonal and communication skills including the ability to interact with colleagues and senior leadership inside and outside the MTA/OIG.
- Excellent record management skills with the ability to follow-up as necessary.
- Pursuant to authorization by the Director of Administration or their designee, this position is eligible for limited remote tele-working.
- A two-year commitment is required.

In order to protect our employees and continue to provide safe and reliable service to our communities, as of November 14, 2021, we are requiring all new MTA hires to be fully vaccinated against COVID-19 prior to their start date. MTA will consider exceptions for religious and medical reasons, where appropriate. "Fully vaccinated" means you must have both doses of a 2-dose vaccine and two weeks have elapsed since the second dose or have received 1 dose of a 1-dose vaccine and two weeks have elapsed since the dose. Proof of your vaccination status in the form of a CDC vaccine card must be submitted prior to your start date.

How to Apply

Please submit a resume and cover letter to: RECRUITMENTS@MTAIG.ORG