Specialist, Procurement Card

FLSA Status: Non-Exempt
Pay Grade: 10
Job Title ID: 163500
Job Series/Job Family: Business Services Series / Purchasing/Inventory Family

Reports To

Director, Assistant Purchasing

Job Purpose

To coordinate and implement a system for the accurate accounting, reporting, controlling, and safeguarding the District's Procurement Cards, Travel Advance Cards and Executive Travel Card inquiries.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Coordinates all ACC Procurement Card, Travel Advance Card and Executive Travel Card activities including answering inquiries, setting up new accounts, issuing new and replacement cards, and setting up payment processes.
2. Serves as a liaison with credit card vendors, the Cashier's Office, Accounts Payable, and the Internal Auditor as it concerns Procurement Cards, Travel Advance Cards and Executive Travel Cards.
3. Conducts research, analysis and recommendations on matters related to Procurement Cards, Travel Advance Cards, and Executive Travel Cards.
4. Provides customer service assistance to budget authorities and end users district-wide; reports non-compliance findings to cardholder, budget authority and program administrators; follows up with cardholders regarding all outstanding credit card orders.
5. Provides system administration and maintenance of vendor's online systems for management and tracking.
6. Responsible for editing, updating, reviewing, and monitoring cardholders' spending trends and provides scheduled reports and Ad Hoc reports. Conducts desktop audits for accuracy and compliance review.
7. Receives and investigates complaints and inquiries pertaining to credit card purchases, reviews documentation and prepares responses. Reconciles cardholders' spending reports.
8. Provides mandatory monthly cardholder training prior to issuing credit cards to the end users.
9. Assists in the development of Procurement Card training materials, newsletters, brochures, forms, procedures, and notices for cardholders, budget authorities, Purchasing and other Business Services Departments.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Purchasing terminology and processes.
- Invoices, requisitions, and purchase orders.
- On line tracking and management systems.
- Compliance requirements for contracts.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable

accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Providing customer service to budget authorities and end users.
- Maintaining data and information systems.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- Occasional lifting of objects up to 20 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is performed in a standard office environment.

Work Experience

Required

- One year related work experience.

Preferred

- One year purchasing experience or senior level administrative experience with procurement credit card systems, substantial purchasing, data tracking, and administration duties.

Education

Required

- High School diploma or equivalent.

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.