

## 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 assist with accounting, reporting, controlling, and safeguarding the District's Procurement, Travel Cards and Fuel Card programs.

### Description of Duties and Tasks

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

#### **Required**

1. Coordinates all Procurement Card, Travel Card and Fuel Card activities including answering inquiries, setting up new accounts, issuing new and replacement cards, and maintaining the credit card vendors' online system.
2. Serves as a liaison with credit card vendors, departmental cardholders, and other internal staff.
3. Receives and investigates inquiries and issues pertaining to credit card purchases, reviews documentation and prepares responses.
4. Provides customer service assistance to cardholders and other internal staff.
5. Reconciles cardholder spending reports and reports non-compliance findings to cardholder and management, as needed.
6. Responsible for reviewing and monitoring programs' spending trends and provides scheduled and ad hoc reports.
7. Assists with cardholder training.
8. Assists in the development of program materials and procedures.

### 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 experience with procurement credit card programs.

### **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.