

The University of Akron
Classification Specification

Job Title:	Coord Procurement Card Prog	Job Code:	80302
Job Function:	Staff	Grade:	118
Job Family:	Bargaining Unit	FLSA:	Non-Exempt
SOC Description:	4000 Business / Administrative Division	Date:	2/14

Job Summary:

Provide support and management of the Procurement Card program for an efficient operation. Serve as liaison with the bank, and train faculty and staff to use card. Oversee the process of Travel Expense reports for accuracy, compliance and efficient turn-around time. Provide reports of expenditures, card program activity and compliance information as needed.

Essential Functions:

35% Administer all aspects of the Procurement card program for the Purchasing Department. Field phone calls and emails from cardholders or approvers. Develop comprehensive training program for cardholders and educate new cardholders and approvers on policies and procedures. Update website when needed.

35% Process requests for increases and decreases to limits. Serve as liaison with the banks for declines or fraud. Close out accounts when necessary. Reassign approvers and reconcilers. Process new cardholder applications and set up new cardholder accounts. Maintain cardholder files. Run month end query and reconcile with bank statement. Verify report for errors.

20% Process travel expense reports and verify expenses.

10% Monitor procurement card activity and usage patterns for compliance, negotiation of contracts and program growth opportunities. Maintain confidential personnel files and generate relevant reports.

Education:

Requires a relevant Associate Degree or a combination of education and relevant work experience.

Licenses/Certifications/Requirements:

None.

Experience:

Manage the Procurement Card Program, serve as liaison with banks and train faculty and staff on how to use cards. Oversee the processing of travel expense reports. Provide relevant reports as needed.

Leadership:

Responsible for directing and monitoring the work of student and/or temporary workers.

Physical Requirements:

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

Working Conditions:

No major sources of working conditions discomfort, standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions, minor heating/cooling or ventilation problems, and/or up to 40% use of PC terminal.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.