

The University of Akron  
**Classification Specification**

<b>Job Title:</b>	TE-PCard Assistant	<b>Job Code:</b>	80304
<b>Job Function:</b>	Staff	<b>Grade:</b>	117
<b>Job Family:</b>	Bargaining Unit	<b>FLSA:</b>	Non-Exempt
<b>SOC Description:</b>	4000 Business / Administrative Division	<b>Date:</b>	8/17

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**Job Summary:**

Provide support to the Procurement Card Coordinator in the management of the procurement card program and travel-expense report audit and processing.

**Essential Functions:**

60% Provide support for the procurement card program. Process requests for increases and decreases to limits. Serve as a liaison with the banks for declines or fraud. Close out accounts when necessary. Reassign approvers and reconcilers. Process new cardholder applications, set-up new cardholder accounts and maintain cardholder files.

30% Audit and process travel expense reports and verify expenses. Create ad hoc reports as needed.

10% Provide support to ESM program. Other duties as assigned.

**Education:**

Requires 18 months of education or training beyond high school.

**Licenses/Certifications/Requirements:**

None.

**Experience:**

Requires a minimum of 2 years experience in processing of accounting transactions/information such as procurement cards, travel expenses etc.. Basic accounting/bookkeeping skills, problem-solving and analytical skills required. Computer skills to include word processing, spreadsheets, and databases required. Strong communication skills required.

**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.

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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.