AUBURN
Human Resources

Mgr, Purchasing Card Program

Job Description

JOB INFORMATION

Job Code	AA78
Job Description Title	Mgr, Purchasing Card Program
Pay Grade	FO11
Range Minimum	$66,140
33rd %	$83,770
Range Midpoint	$92,590
67th %	$101,410
Range Maximum	$119,050
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/10/2022

JOB FAMILY AND FUNCTION

Job Family:	Financial & Business Operations
Job Function:	Procurement & Payment Services

JOB SUMMARY

Manages and administers the University's Purchasing Card Program that generates over $55 million in annual charge volume; ensures compliance with financial and administrative requirements, as well as applicable state and federal laws. In addition, this position coordinates training and communications activities in support of the Purchasing Card program.

RESPONSIBILITIES

- Manages the daily operations related to the Purchasing Card program including staff supervision, issuance of Purchasing Card to AU cardholders, Purchasing Card reconciliation process and serves as liaison between AU and the financial institute.
- Ensures appropriate financial controls are in place. Monitors processes and audits cardholder activities for continuous card program improvements based on stakeholder feedback and metrics.
- Communicates with campus departments, Internal Audit, and state/outside examiners to inform and advise about confidential matters, policies, procedures, and regulations in regard to Purchasing Card issues.
- Provides training to University employees on Purchasing Card policy and procedure prior to card issuance.
- Oversees the Purchasing Card general ledger account to ensure it is in balance at month end.
- Oversees development and management of Purchasing Card related systems.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	No specific degree required.		4 years of	Experience managing a high volume corporate card program with progressively increasing levels of responsibility and accountability. At least 1 year experience mentoring, leading or supervising full-time employees.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of procurement and payment processes and/or accounts payable.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:
Ability to see information in print and/or electronically.