
Auburn University Job Description

Job Title: **Mgr, Purchasing Card Program**

Job Family: No Family

Job Code: **AA78**

Grade FO11 \$59,500 - \$107,100

FLSA status: Exempt

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.

Essential Functions

1. 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.
2. Ensures appropriate financial controls are in place. Monitors processes and audits cardholder activities for continuous card program improvements based on stakeholder feedback and metrics.
3. 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.
4. Provides training to University employees on Purchasing Card policy and procedure prior to card issuance.
5. Oversees the Purchasing Card general ledger account to ensure it is in balance at month end.
6. Oversees development and management of Purchasing Card related systems.

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.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	No specific degree required.
Experience (yrs.)	4	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.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

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

Certification or Licensure Requirements

None required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, sitting, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 11/10/2022
