

JOB INFORMATION

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|-------------------------|------------------------------|
| Job Code | AA78 |
| Job Description Title | Mgr, Purchasing Card Program |
| Pay Grade | FO11 |
| Range Minimum | \$62,960 |
| 33rd % | \$79,750 |
| Range Midpoint | \$88,140 |
| 67th % | \$96,540 |
| Range Maximum | \$113,330 |
| Exemption Status | Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 11/10/2022 |

JOB FAMILY AND FUNCTION

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|---------------|---------------------------------|
| 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.

SUPERVISORY RESPONSIBILITIES

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| 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. |
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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 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 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.