



Position Title: P R O C U R E M E N T S P E C I A L I S T

Location: District (Primary Office in Beeville)
Hours: 40 hours/week
Salary Range: \$15 - \$17 hourly depending on KSA
Job Classification: Non-Exempt
Division: Business Office
Department: Administrative Services
Reports to: CFO

II. Education/Experience Requirements:

- Associate's Degree with two years of experience in Accounts Payable or purchasing duties needed to facilitate accurate, efficient and timely job performance.
- Prior demonstrated experience working with Microsoft Word and Excel, Ellucian's Colleague or Banner, and general accounting knowledge.
- Proficient with 10-key touch and possess data entry skills with a high degree accuracy and speed.
- Must demonstrate excellent customer skills and be a team player.
- This person must demonstrate the ability to perform various duties with required deadlines quickly, calmly and patiently.
- Ability to obtain, interpret and analyze competitive bids for the purchase of supplies, equipment and services.
- Ability to speak and write effectively.

III. Job Responsibilities:

- Process incoming voucher requests for vendors, employee reimbursements, student refunds and course consultants. Review for accuracy of math, correct account numbering, appropriate approvers, and supporting documentation.
- Research Board Policy, State Procurement Laws, the P-Card Manual, and the Procurement Manual to generate Purchase Orders (PO) and maintain PO log. Conduct PO and BPO fiscal reviews on a quarterly basis to complete the year end procedures more efficiently.



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- Assist management with the maintenance and training for Procurement Cardholders. Assist and provide excellent customer service as it relates to all purchasing card inquiries when the CFO is unavailable.
- Research factual information such as the receiving and run dates of check requests, employee expense reimbursements, student refunds, and employee travel advances.
- Review payment requests for compliance to policies and operating procedures. As with all questionable items, consult with the CFO to see if there is a legitimate way to say “yes”.
- Monitor Vendor Aggregate Totals on a quarterly basis to ensure compliance with State Procurement Law and Board Policies.
- Review and reconcile each department’s Monthly Expense Report and P-Card transactions.
- Other duties as assigned.

IV. OTHER RESPONSIBILITIES:

- Active participation in Cougar Smart Start.
- Collaborate in the development and successful submission of the SACSCOC 5th year interim report.

V. TRAVEL REQUIREMENTS:

- This position requires travel to each of the College’s 4 campus locations.

VI. ENVIRONMENT:

- Predominant office environment with minimal outdoor work-related activities.



Position Title: **PROCUREMENT SPECIALIST**

I have been presented with the job description for the position of:

Procurement Specialist

The requirements for this position have been discussed with me and I agree that I am able to perform the functions of this job.

Signature: _____ Date: _____