

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Procurement Card Specialist	<b>JOB CODE:</b> 466D
<b>DIVISION:</b> Financial Services	<b>SALARY SCHEDULE:</b> Professional/Supervisory Support
<b>DEPARTMENT:</b> Accounting Services	<b>WORKDAYS:</b> Annual Administrative Employees
<b>REPORTS TO:</b> Accounting Manager, Accounting Services	<b>PAY GRADE:</b> Rank H (NK08)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Manages district-wide procurement card program activities and maintains all aspects of the related recording, auditing, and balancing of general ledger accounts.	

**REQUIREMENTS:**

1.	Educational Level: Bachelor's Degree or its equivalency required (2 years of similar work level experience = 1 year of college), a combination of experience and education may be used to meet the bachelor's degree requirement
2.	Certification/License Required: None
3.	Experience: 5 years of senior level clerical experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; organization, interpersonal skills, ability to work independently; word processing; spreadsheet; accounting skills

***The Board of Education and the Superintendent may accept alternatives to some of the above requirements.***

**ESSENTIAL DUTIES:**

1.	Demonstrates prompt and regular attendance.
2.	Acts as District's primary procurement card contact and bank liaison for the procurement card and provides assistance to resolve issues, including reviewing procurement card charges for evidence of external fraudulent charges and communicating with cardholders.
3.	Monitors procurement cardholders' procedural compliance with the Procurement Card Manual including the timely posting of charges and the review of allowable general ledger accounts used on procurement card transactions.
4.	Provides and develops training and support to applicable CCSD employees regarding procurement card procedures and ePcard posting software, including posting card transactions for cardholders who do not have program access.
5.	Writes and distributes Procurement Card Manual and the ePcard posting instructions.
6.	Updates the ePcard software system with daily procurement card transactions from bank software, which also includes updating the ePcard software with location and charge code charges. Enters and updates active purchase card database daily within accounting software.
7.	Manages and maintains temporary procurement card limit increases in the bank software with appropriate required approval documentation. Evaluates annual card limits and submits request for approval to update District policy.
8.	Coordinates procurement card activities with the Procurement Services Department.
9.	Notifies Technology Services of procurement card software problems, billing period changes, and software issues including troubleshooting any posting and reporting issues.
10.	Prepares journal vouchers related to procurement card charge code corrections, District monthly fund transfers, and facility use charges. Computes and processes monthly wire transfer within online accounting software to pay Bank PCard statement.
11.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_