

JOB TITLE: Division Purchase Card (P-Card) Coordinator

GRADE LEVEL/TERMS OF EMPLOYMENT: Grade 125/ twelve-month (260 days) contract position with excellent benefits

FLSA STATUS: Exempt

WORK LOCATION: Purchasing

IMMEDIATE SUPERVISOR: Director, Procurement and Property Management

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Administers the RPS P-Card Program. Processes applications for new P-cards, and existing account and division updates;
- Receives and distributes new cards to users;
- Analyzes and monitors program to ensure compliance with applicable policies and related procedures;
- Makes independent decisions to resolve daily issues with P-card program;
- Meets with P-card provider to review spend data, analyze trends, address system concerns, and to implement future version updates or new releases;
- Verifies rebate percentages are accurate and in accordance with agreements;
- In conjunction with the Director, Procurement and Property Management, establishes, implements and revises division procedures for the P-Card program;
- Trains and provides guidance and customer support to P-card users;
- Provides in-person training to P-card users at scheduled intervals throughout the year and upon request;
- Identifies improvement areas for P-card training, including assisting with development of new documentation for new and existing users;
- Develops and maintains online tutorials/trainings on various P-card processes. Maintains and revises the P-card handbook and related forms;
- Creates and runs reports to monitor expenditures and trends and makes recommendations for improvement based upon the data;
- Conducts internal compliance checks on a quarterly basis to ensure P-card user files are complete and contain appropriate supporting documentation;
- Provides regular reports to the Director, Procurement and Property Management and Finance Sub Committee members;
- Addresses and responds to internal and external audit questions regarding the P-card program;
- Works closely with Financial Services Department in maintaining P-card audit forms and other related documentation;
- Assists with fiscal year-end closing process;
- Uses strong written and verbal communication. Uses basic knowledge of purchase card programs and local, state and federal policies;
- Exhibits strong analytical skills to identify and interpret trends in data and areas of opportunity;
- Follows Richmond Public Schools (RPS) School Board policies, Superintendent directives, and building and department procedures;
- Exhibits ability to promote excellent customer service including but not limited to - responding to requests in a timely manner, and conducting business in a professional and respectful manner;
- Performs other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree in business administration, accounting, or a related field;

- Knowledge of procurement principles, practices and applications. Knowledge and understanding of Virginia Procurement laws and regulations;
- Minimum of three years of experience as a P-card administrator, procurement agent, or similar related position in a K-12 public school setting or in another public government setting (i.e. city, county, state, etc.);
- Must possess general awareness of methods, materials, and terminology commonly used in Virginia K12 education;
- Must have excellent organizational and presentation skills.

GENERAL DEFINITION AND CONDITIONS OF WORK: Work requires frequent standing, sitting, walking and light lifting up to 10 pounds. Effective verbal and written communication skills for expressing or exchanging ideas, hearing to perceive information at a normal spoken word level and visual acuity for preparing and analyzing written or computer data.