

Job Title: **Purchasing Card (P-Card) Administrator**
 Job Family: **Non-Certified**
 Pay Program: **Administrative**
 Typical Work Year: **12 months**

Job Code: **5037**
 FLSA Status: **Non-Exempt**
 Pay Range: **L07**

SUMMARY: Perform administration of the purchasing card (P-Card) program and accounts payable in accordance with District Policy. This position will manage the district P-Card program; perform monitoring activities for P-Card transactions, student and employee reimbursement, and travel related expenditures. Trains district personnel on processes and procedures and provides ongoing support to District personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Manage and oversee the district-wide P-Card Program to include developing policies and procedures, internal controls, card issuance and cancellations, purchase monitoring, communication with cardholders, approving users and limits, management reporting, and development of the program. Serve as the primary interface with the card contractor (bank) for the district. Serve as the subject matter expert while managing the p-card program. Provide oversight and daily management by assisting stakeholders, recommending spending limits, and providing training to cardholders on fiscal responsibilities. Establish guidelines that direct how the P-Card system will be implemented and maintained. Assist with technology enhancements and perform necessary testing for upgrades and/or conversions. Manage member lists and maintain audit-monitoring database. Use independent judgement to resolve daily issues with P-card Program to include disputes, lost/stolen cards, fraudulent transactions, and other urgent matters, escalating issues as needed. Communicate the mapping process and other time sensitive P-Card information to users on a regular basis.	D	30%
2. Perform internal monitoring on P-Card transactions for compliance with district policies and procedures. Analyze and evaluate transactions ensuring cardholders activities comply with program procedures and guidelines by advising, counseling, and guiding appropriate practices. Explain and advise on the fundamental principles behind the program and take action to resolve any incorrect/improper action and/or behavior. Prepare and disseminate internal monitoring results and notice of violation letters to appropriate parties, in accordance with district policies. Advise direct supervisor of report results and any potential risks and threats associated with P-Card usage.	D	15%
3. Gather and analyze purchasing card and various other financial transactions from schools or departments. Validate and upload transactions into financial system. Track and validate transactions posted to district bank accounts. Reconcile statements against transactions posted to the general ledger and research any discrepancies. Evaluate spending trends to identify future business agreements and recommend process changes as needed.	D	15%
4. Create, import, compile, edit, review, reconcile, interpret, and research p-card transactions, journal entries, AR/AP, and spreadsheets. Validate journal entries, correct as needed, and submit for posting. Query systems to generate accounting reports to verify and validate financial data. Assist with the annual audit to include creating and maintaining work papers.	D	10%
5. Develop and maintain training programs for the P-Card, business accounts, travel, accounts payable (AP), and accounts receivable (AR) processes. Use independent judgment and technical knowledge to develop effective training programs. Administer training to all new cardholders on the proper management and use of these accounts. Provide refresher training as necessary. Communicate program changes made by the bank and/or district policies.	D	10%
6. Establish business accounts with third-party vendors and grant access for district-wide users. As the assigned account administrator, manage business accounts, user accounts, workflow approvals, and logistics.	D	10%
7. Review, analyze, and process receivables and accounts payable for the district, ensuring compliance with district, state, and federal policies and guidelines. Oversee and assist in implementation of new payments methods for paying vendors. Verify and validate the	D	5%

accuracy of account codes per Colorado Department of Education (CDE) guidelines. Monitor reimbursements and travel requests by evaluating activities are in compliance with district policies, procedures, and guidelines. Advise supervisor of all potential risks.		
8. Perform other duties as assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Minimum of three (3) years of experience in an accounting related field or as a P-card administrator or similar related position in a K-12 public school setting or in another public government setting (i.e. City, County, State, etc.).
- Associate degree in accounting or related field. Two (2) additional years of similar or relevant experience may be substituted for this requirement.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to travel among district facility locations.
- Written and verbal communication, math, microcomputer/keyboarding and strong interpersonal skills.
- Basic knowledge purchase card program and local, state, and federal policies.
- Strong understanding of Program Requirements and expectations to grow spend.
- Strong analytical skills to identify and interpret trends in data and areas of opportunity.
- Ability to promote and follow Board of Education policies, District Policies, building and department procedures.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to promote excellent customer service including but not limited to: responding to requests in a timely manner, conducting themselves in a professional and respectful manner,
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Excellent customer service skills

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of district information technology systems and any other department specific software and equipment required within (2) months after entering position.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of and experience with Microsoft Office and Google applications.
- Operating knowledge of P-card Provider’s System/Website within (1) month after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Accounting Manager	3051

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Evaluate, review and predict p-card spend and rebate figures.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands and fingers to handle and/or feel				X
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
50 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy			X	
Coordinate			X	
Instruct				X
Compute				X
Synthesize		X		
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	