



# Poudre School District

## HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Purchasing Card Administrator**  
Job Family: **Finance**  
Prepared/Revised Date: **October 10, 2018**

FLSA Status: **Exempt**  
Pay Range: **FN70Y**  
Job Code: **51003**

**SUMMARY:** Responsible for planning, organizing, and providing operational direction and oversight of the District’s Purchasing Card program in accordance with District Policy. Make recommendations to the Purchasing Manager and finance administrators for program development including strategies to maintain and expand the program, to monitor compliance with the program, to provide district-wide training for card holders, and to ensure continued transaction savings for the District. Serve as primary contact for P-Card matters; provide customer service and maintain cooperative working relationships with District departments, outside agencies, and vendors.

**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.*

Description of Job Tasks	Frequency	% of Time
	Daily = <b>D</b> Weekly = <b>W</b> Monthly = <b>M</b> Quarterly = <b>Q</b> Annually = <b>A</b>	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Administer the District’s P-Card program; process applications for new P-Cards, make changes to existing cards including name changes, account codes, card cancellations, and district account code updates. Determine individual card limits and receive and distribute new cards to users. Assist users through disputes and compromised cards, and resolve daily issues with the online P-Card management system. Maintain and revise P-Card guidelines and related forms. Work with card issuer to manage merchant category code controls.	D	40%
2. Educate users on proper use of P-Card, policy information and changes to policy or procedures. Develop, deliver and maintain training program for P-Card users including creating training materials, documentation, guides, and online training for new and existing P-Card users. Provide guidance and customer support to P-Card users. Coordinate with the Finance Department’s internal customer support team regarding support of P-Card users.	D	15%
3. Monitor and track P-Card transactions; conduct random reviews of cardholder statements, receipts, and other documents to ensure compliance with District policy, guidelines, and related procedures. Inform users of P-Card violations and maintain records of such violations. Conduct internal compliance reviews to ensure P-Card user files are complete and contain appropriate supporting documentation.	D	10%
4. Manage the vendor content in the financial system; ensure the required W-9 and PERA forms are completed where required prior to payment of invoices.	D	5%
5. Maintain spreadsheets and physical files that contain pertinent cardholder and program information including card holder agreement forms, original applications and account information.	D	5%
6. Attend work and arrive in a timely manner.	D	1%
7. Communicate reconciliation reminders and information to users on a regular basis. Communicate system issues and outages to users and report issues to P-card issuer and other necessary parties. Reconcile the monthly P-Card statement against the electronic charge upload to recognize and resolve discrepancies.	W	5%
8. Assist users with travel payments in accordance with District Policy, guidelines and related procedures. Identify bid threshold limits and bid travel or provide quotes when necessary.	M	4%



9. Review, research, and stay abreast on industry changes, trends, and best practices for P-Card program. Seek out relevant and realistic opportunities to develop and grow the P-Card program. Make recommendations for changes to the program including but not limited to program changes, guidelines, policy changes, and system changes.	Q	5%
10. Analyze and maintain cardholder and organizational data and prepare reports including reports on spend, trends, and taxes collected. Review quarterly spend and identify opportunities for increased P-Card spend. Establish, monitor and communicate measurements in terms of cost avoidance/cost savings of the program and make appropriate recommendations.	Q	5%
11. Meet with P-Card user to conduct annual business reviews, including but not limited to review of spend data, trends, system concerns, future version updates or new releases. Verify rebate percentages are accurate and in accordance with the contract.	A	4%
12. Perform other duties as assigned.	Ongoing	1%
	<b>TOTAL=</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Associate’s degree or two-year college certificate in purchasing, business, accounting, finance or related field required, Bachelor’s degree preferred
- Minimum of two years of experience in P-Card administration, procurement, accounting, or similar related position in a K-12 public school setting or other public government setting (i.e. city, county, state, etc.) required
- Equivalent combination of education and experience acceptable

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire
- Certified Purchasing Card Professional Certification (CPCP) must be obtained within two (2) years of hire
- Valid Driver’s License/ability to travel among district facility locations
- Maintain active membership with NAPCP (National Association of Purchasing Card Professionals)

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Customer service skills
- Critical thinking and problem-solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Knowledge of general accounting practices
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- 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



**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office Suite
- Strong computing skills, including advanced skills in MS Excel
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.	

**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 to finger, handle or feed			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			
Up 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 ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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)	x
Color vision (ability to identify and distinguish colors)	
Peripheral vision	x
Depth perception	x
Ability to adjust focus	x

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