

Procurement/Expenses Specialist

Working Title:	Procurement/Expenses Specialist
Job Family:	Finance
Proposed Classification Title:	TBD
Proposed Pay Grade:	505 – 509 (Merit Pay Grade) P30 – P34 (P&S Pay Grade)
Job Category	Merit Professional & Scientific

Minimum Qualifications:

TBD – dependent on job classification.

Summary:

Facilitates value-added procurement, travel, and payment services to units through deep understanding of University policies and procedures as well as proficiency with Workday procurement, travel, and payment methods. Deep knowledge and understanding of processes, regulations, policies, procedures, contract pricing, etc. to handle procurement, ad hoc expenses, and travel related issues. Assists with activities including obtaining the most appropriate goods/services for the least cost, working through sole source purchasing details, understanding best payment methods, and assisting with travel arrangements and reimbursements.

Example of Duties:

- Provides exceptional customer service to units in the area of procurement and expenses (travel).
- Works with units regarding financial aspects of procurement, ad hoc expenses, and travel needs, such as spend authorizations by cost center, individuals, and amounts.
- Supports travel card activities for individual travelers.
- Works proactively with units to identify needs.
- Determines best method for procuring supplies, services, and equipment and assists with paying for them.
- Initiates, reviews and reconciles transactions and reports for procurement and expense activity.
- Answers questions and resolves issues regarding procurement, travel, and other expenses as well as travel reimbursements.
- Ensures compliance with policies, procedures, federal and state regulations, etc.
- Interfaces and collaborates with central finance and university departments on complicated procurement/expense/travel needs.
- Assists with completing p-card or travel card applications.
- Initiates petty cash funds establishment, replenishment, or closure
- Assists employees with understanding communication technology and other allowances.
- Assists units with other activities as needed (such as contacting Conference Planning and Management).

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Preferred Qualifications:

- Demonstrated experience in the management of procurement/expense transactions.
- Demonstrated ability in providing strong, consistent customer service to a wide variety of customers.
- Experience working and collaborating with multiple stakeholders.
- Comprehensive understanding of local, state, and federal regulations.
- Strong communication skills, with an ability to function and succeed in a dynamic environment.

Expected Competencies:

- **Collaboration** – works effectively and constructively with others; shares time, energy and knowledge with others to ensure they can succeed.
- **Relationship Building** – maintains and fosters relationships within, across, and external to organizational boundaries.
- **Inclusion** – demonstrates awareness and respect of cultural and individual values; appreciates and leverages the strengths of others to accomplish goals.
- **Problem Solving** – applies critical-thinking skills to solve problems by generating, evaluating, and implementing positive solutions.
- **Effective Communicator** – provides regular, consistent, and meaningful information; listening carefully to others and ensures messages are understood.
- **Results Oriented** – consistently delivers desired results through consistent, quality service that meets mission goals and customer service standards.