Auburn University Job Description

Job Title: Mgr, Purchasing Card
Job Code: KA36
FLSA status: Exempt
Job Family: No Family

Job Summary
Manages and administers the Purchasing Card program of Auburn University.

Essential Functions
1. Manages the daily operations of the Purchasing Card program to include, but not limited to, staff supervision, cardholder application processing and card issuance, cardholder training, and all reconciliation processes.
2. Communicates with other individuals and departments on campus, as well as state agencies and financial institutions to provide information and advice relating to purchase card issues.
3. Manages and oversees the ePayables payment process, including account reconciliation.
4. Provides training related to the Purchasing Card program, including policies, procedures, and reconciliation processes.
5. Manages and oversees the Purchasing Card general ledger account and ensures month-end balance.
6. Oversees the development and management of systems related to the Purchasing Card program.

Supervisory Responsibility
Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.
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Minimum Required Education and Experience

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<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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<tbody>
<tr>
<td></td>
<td>Four-year college degree</td>
<td>Degree in Accounting, Finance, Business Administration, or related field</td>
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<tr>
<td>Experience (yrs.)</td>
<td>5</td>
<td>Experience in business operations or financial management</td>
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Substitutions allowed for Education:
When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

Substitutions allowed for Experience:
When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge
Knowledge of accounting principles and sound business practices

Certification or Licensure Requirements
None Required

Physical Requirements/ADA
No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires standing, walking, sitting, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 11/19/2013