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## Auburn University Job Description

Job Title: **Assoc Dir, Proc & Pay Svcs**

Job Family: No Family

Job Code: **ED18**

Grade 37: \$68,700 - \$114,500

FLSA status: Exempt

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### Job Summary

Assists in directing activities related to the procurement and payment of goods and services for the university.

### Essential Functions

1. Assists in the development and operation of procurement and payment systems, policies, procedures, and related financial controls and reports.
2. Assists in managing the daily operations of the PPS office which may include budgetary and policy issues.
3. Schedules and conducts policy and procedure training sessions for Auburn University departmental employees.
4. Oversees the department's Strategic Sourcing Initiative.
5. Oversees the development, management, and implementation of the department's electronic processes.
6. Acts as a liaison between the Business Office and university departments, vendors, and other personnel.

### Supervisory Responsibility

Supervises others with full supervisory responsibility.

*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

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Four-year college degree	Degree in Management, Business Administration, Accounting, or related field
<b>Experience (yrs.)</b>	6	Experience in procurement, payment, or accounting services; desired experience with regulatory compliance and reviewing contracts

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### 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 procedures, IRS tax laws, State of Alabama bid laws, and purchasing methodologies

#### Certification or Licensure Requirements

None Required

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### 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 sitting, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, 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: 8/31/2012

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