

POSITION DESCRIPTION

JOB TITLE: PROCUREMENT ACCOUNTANT

DEPARTMENT: FINANCE

SALARY RANGE: COMMENSURATE WITH EDUCATION AND EXPERIENCE

FLSA: EXEMPT

IMMEDIATE SUPERVISOR: VICE PRESIDENT OF FINANCE

SCHEDULE DETAILS: FULL-TIME/12 MONTH POSITION/PUBLIC SCHOOL RETIREMENT SYSTEM OF MISSOURI

DATE OF LATEST REVIEW/REVISIONS: 07/2024

Position Summary

The Procurement Accountant is responsible for cost-effective procurement for all College departments compliant with all applicable rules, laws and policies. Responsibilities may include negotiating purchase agreements for materials, equipment, supplies, and designated services; conducting research to maintain the most effective purchasing practices and procedures; and initiating necessary cost-saving programs where feasible. The position works closely with the Controller to ensure proper accounting procedures are followed during procurement. The Procurement Accountant specific responsibilities appear below.

Essential Job Duties

- The primary function of the Procurement Specialist is to ensure the rules and regulations are being followed during the purchasing process.
- Coordinate procurement of supplies, equipment, and services consistent with College, State and Federal rules and regulations.
- Provide guidance and assistance to College departments for expenditures of College funds.
- Investigate cost savings opportunities for the College by reviewing contracts and/or identifying new contract opportunities with various agencies (cooperatives, city, county, school boards, etc.).
- Facilitate the RFP process for posting, soliciting and awarding RFP's.
- Assure compliance with various existing contracts.
- Work with departments on inventory management.
- Compile and maintain various purchasing related reports as needed.
- Comply with all published College Rules, procedures, guidelines, and laws/regulations governing public employees, including but not limited to those related to document retention and destruction, FERPA, and confidentiality.
- Audit Purchase Card transactions to assure compliance with College's Purchase Card program rules and good business practices.
- Assists Controller as needed with general accounting such as monthly reconciliations and general ledger entries.
- Periodic auditing of expenditures for purchasing compliance.
- Develop and maintain purchasing policies and procedures.
- Maintain library of College contracts for auditors.
- Perform other duties as assigned.

Required Knowledge, Skills & Abilities

- Bachelor's degree in Accounting, Business or related field.
- Minimum of three (2) years procurement management and/or accounting/business experience.
- Excellent interpersonal skills, including conflict resolution and negotiation skills and ability to work collaboratively leading or serving as part of a team required.
- Creativity, initiative, attention to detail, organization, and excellent proofreading, writing, and editing skills required.

- Ability to maintain sensitivity, understanding, and respect for a diverse academic environment, inclusive of students, faculty, and staff of varying social, economic, cultural, ideological, and ethnic backgrounds required.

Preferred Knowledge, Skills & Abilities

- Master's Degree in Accounting or MBA.

Equipment/Software

- Information Technology abilities required:
 - Skills necessary to utilize computer to manage and improve processes.
 - Ability to operate a computer using Windows environment.
 - Ability to operate a computer within the Crowder College network environment.
 - Ability to utilize email.
 - Ability to perform basic Microsoft Office 365 components (MS Word, MS Excel, MS Power Point)
 - Ability to utilize SharePoint, Teams and OneDrive.

Positions Supervised

- None

Working Environment

- Generally, indoors in a normal office/classroom/clinical environment with minimal exposure to temperature changes, noise, dust or chemicals.
- Normal college working hours but adjustment of hours involving evening and/or weekend work may be required.
- Travel to other instructional sites occasionally required.
- Travel for professional development occasionally required.
- A neat appearance and appropriate businesslike apparel are required.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical

- Generally sedentary work but will involve mobility within the campus and various sites, light lifting, and physical activities involved in clinical supervision/teaching duties.
- Input, access and distribute information using computers.
- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; stoop, kneel, or crouch; and talk or hear. Specific vision abilities required by this job include close vision.

Creative and Analytical Skills

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to devise or modify methods or processes to solve specific problems.

Language/Communication Skills

- Ability to communicate effectively with a variety of people, including staff, students and the general public, in both written and oral mediums.
- Ability to interact with a broad range of people both on and off campus in a positive manner.

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