

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: PROCUREMENT SERVICES SPECIALIST

Reports To: Designated Supervisor

UW Job Code: 4009

UW Job Family: 41 - Secretarial/Clerical Support

SOC Code: 43-3061

FLSA: Non-exempt

Pay Grade: 17

Date: 10-1-07 (revised 1-1-08; 7-1-19)

JOB PURPOSE:

Act as the primary and initial point of contact for Procurement and Payment Services and key liaison between both units and campus. Work collaboratively with the full Procurement and Payment Services staff; complete entry-level buying-related tasks, a central mission of the Procurement division. Ensure compliance for the Procurement department, reviewing EART/IRT and other compliance-related tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinate University procurement card process such as: work with cardholders on denials/fraud/stolen and lost p-cards, notify potential cardholders of upcoming training; order new cards weekly from the bank provider; create cardholder profile in financial software; process card information received from bank provider financial software, prepare cardholder support documentation; notify reconcilers of cardholder information enabling them to reconcile monthly transactions for department cardholders; update renewal card information and notify reconcilers for pickup of card; and send card cancellation letters to cardholders.
- Act as primary/initial point of contact for Procurement and Payment Services organization. Ensure a high level of customer service such as: receive incoming calls; greet and assist walk-in customers; train and answer questions for departments on use of financial software and purchasing policies and procedures; assist vendors, faculty, staff or the general public on questions concerning requisitions, purchase orders, bids or the university in general.
- With direction from the Manager of Procurement Services, update and maintain unit policies, procedures, and training. Specifically, update/maintain p-card related training materials and the p-card policies and procedures.
- Engage in buying-related tasks to support this central procurement mission, such as adding suppliers and bids on Public Purchase, create bids with a value up to \$25,000 for assigned

commodities, dispatch approved purchase orders to suppliers, route high dollars POs, change orders, and invoices over \$100K to appropriate senior administration.

- Ensure compliance for the University by sending suppliers' responses regarding EAR/ITAR to General Counsel, and communicating with Office of General Counsel on all international travel purchases.
- Work with suppliers to ensure they are receiving a high level of customer service and continue to do business with the University.
- Create suppliers in the financial management system, ensure that they are in compliance with IRS by matching SSN and EIN to the supplier being created. Tasks include changes to supplier information on purchase orders, add banking address information, track and send out supplier agreements and acknowledgment of purchase orders, in a central repository record supplier acknowledgments of purchase orders, notify departments that suppliers have received purchase orders, find/verify supplier emails, follow-up on undeliverable emails to suppliers and answer supplier questions that includes information on the online portal.
- Maintain the budget for Procurement and Payment Services, process orders for the office.
- Manage the catering agreements that allow suppliers to provide food for university functions. This includes advising on insurance requirements, food licenses issued by the Wyoming Department of Agriculture, Consumer Health Services, and contract language, review agreements for completeness and maintain the list of approved caterers.
- Assist the Manager, Procurement and Payment Services, with assigned projects, tasks, general assistance or recommendations as requested.

SUPPLEMENTAL FUNCTIONS:

- Perform miscellaneous job-related duties as assigned.
- Attend and participate in training and other professional development activity.
- Participate in performance-related goal setting and achievement to meet personal and organizational goals and objectives.

COMPETENCIES:

- Integrity
- Ability to Learn
- Service Orientation
- Collaboration
- Quality Orientation
- Innovation

MINIMUM QUALIFICATIONS:

Education: **Associate's Degree**

Experience: **2 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Computer programs and software in use in the department or area.
- Customer service practices.
- Supplies, equipment, and/or services ordering and inventory control.
- Microsoft Office applications.
- Basic financial principles.
- University of Wyoming policies and procedures.
- Financial software.

Skills and Abilities to:

- Make independent decisions.
- Work with limited supervision.
- Ability to process information logically.
- Ability to recognize, analyze, and solve a variety of problems.
- Ability to exercise sound judgment in making critical decisions.
- Ability to analyze, consolidate, and interpret accounting data.
- Ability to compile, organize, interpret, and communicate accounting data and results concisely.
- Ability to work with a variety of people and provide a high level of customer service.
- Communicate effectively both orally and in writing with a wide range of individuals and constituencies.
- Develop and maintain basic and routine recordkeeping systems and procedures.
- Use a personal computer and associated financial software.
- Interpret university policies and procedures.
- Perform basic and routine bookkeeping procedures.
- Prepare and print basic and routine correspondence and mailing lists.
- Work as a team member and foster a cooperative work environment.

WORKING CONDITIONS:

No major sources of discomfort; standard office environment. Regular exposure to video terminal displays.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act

(exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.