



ANNOUNCEMENT OF POSITION VACANCY

Purchasing Administrative Coordinator

SUMMARY: Reporting to the Purchasing Manager, the Administrative Coordinator performs administrative duties in the Purchasing Department and oversees the administrative aspects of the campus procurement card and travel programs for the campus; provides training to campus employees for these programs; assists campus fleet manager and travel coordinator; processes all campus requisitions for purchase orders; coordinates all aspects of fiscal year end close out; creates contracts and enters and maintains the contract database; develops policies and procedures; and, maintains the purchasing department's website. The Coordinator is a vital link to campus administrators and their departments, providing them with key information and promoting the department as a service to the campus community.

- Oversee the administrative aspects of the campus procurement card and travel programs for the campus
 - Utilize and program procurement card software to generate reports and issue new cards.
 - Maintain cardholder hierarchy and research problems and track purchasing trends. Review statements for program compliance and violations; manage cardholder limits, MCC codes and allocations.
- Serve as campus travel coordinator
 - Issue travel authorizations to campus travelers, educate the campus community on the University's travel policies and procedures. Assist with development and management of the travel program to implement policy and ensure compliance with State of Colorado Fiscal Rules and Colorado Mesa University travel policies and procedures.
- Process all campus requisitions for purchase orders.
 - Review all campus requisitions, verify account codes and authorizing signatures, check for fund availability, determine the best procurement method for items or services requested, and process documented quotes for goods and services exceeding the discretionary spending threshold as defined in the Purchasing Policies and Procedures. Develop and maintain relationships with appropriate suppliers' representatives and serve as liaison between suppliers and operations.
 - Enter requisitions efficiently and accurately into Banner maintaining close supervision of Non-Sufficient Funds purchase orders in order to expedite issuance of purchase order. Ensure that purchase orders are issued within one day of receipt of requisition. Monitor open purchase orders to ensure that goods and services are received in a timely manner. Reconcile purchase orders to invoicing and resolve all problem purchase orders. Work closely with the Accounts Payable staff to ensure proper payment and encumbrance liquidation.
- Process all aspects of fiscal year end close out
 - Process fiscal year end functions to ensure that all encumbrances are properly liquidated, accrued or moved into a new fiscal year. Maintain a listing of all fixed assets acquired for the campus. Balance Central Stores inventory and reconcile campus business reply mail departmental reallocation. Research every purchase order or encumbrance document not properly liquidated during the year by contacting vendors and on campus departments and tracing the invoice entry for errors.
- Website development and maintenance
 - Maintain the Department website to accurately inform the campus, vendors and public about the Purchasing Department as well as all areas encompassed by the Department, which include Campus Travel, Policies and Procedures, Risk Management, Contract Administration, Shipping and Receiving, Campus Mailroom, and Campus Fleet.
- Assist campus fleet manager
 - Assist in overseeing the campus fleet by scheduling maintenance and emergency repairs by using authorized automotive repair vendors. Record mileage monthly for fleet, record trip mileages for campus vans, and verify accurate charge backs for usage of the vehicles. Schedule van use for the

campus and monitor van drivers for clear and valid driver's license prior to van use. Investigate and report accident claims and unsafe driver notifications.

REQUIRED EDUCATION, EXPERIENCE, SKILLS & ABILITIES:

- Bachelor's degree from an accredited institution
- Minimum of three years work-related experience in a business office environment
- Ability to work independently and implement solutions effectively
- Ability to multi-task in busy, deadline-oriented department
- Excellent customer service, interpersonal and communication skills
- Excellent computer skills including spreadsheets, databases and Microsoft Office applications. Must have extreme degree of accuracy and be willing to learn new programs to attain proficiency.

DESIRED QUALIFICATIONS/EXPERIENCE:

- Experience working in higher education or other large, complex organization
- Previous procurement experience
- Experience with Sungard Banner

TYPE OF APPOINTMENT: Full-time, administrative appointment.

SALARY: Commensurate with education and experience. Excellent health and retirement benefits package.

APPLICATION DEADLINE: Open until filled. To ensure consideration, complete applications must be received by October 23, 2015.

APPLICATION: Submit a cover letter describing qualifications and experience as they relate to the specific requirements, responsibilities, and preferences of this position, current resume, a copy of transcripts for all degrees completed (official transcripts will be required upon hire), the names, phone numbers and e-mail addresses of three professional references, and the following completed forms:

- Applicant Authorization to permit Search Committee members to review candidate transcript
- Applicant Authorization and Release to Conduct Reference and Background Check form
- Voluntary Affirmative Action form

Mail to:

Purchasing Administrative Coordinator Search Committee
Human Resources, LHH 237
Colorado Mesa University
1100 North Avenue
Grand Junction, Colorado 81501-3122
Phone: (970) 248-1820

Colorado Mesa University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include reference checks, a criminal history record check, and when appropriate, a financial and/or motor vehicle history. Applicant must be able to verify U.S. employment eligibility. Colorado Mesa University is an Equal Opportunity Employer, committed to a culturally diverse faculty, staff and student body. Women and minorities are encouraged to apply.