

---

**JOB DESCRIPTION: PROCUREMENT CARD ADMINISTRATOR**


---

|                       |                    |                    |                             |
|-----------------------|--------------------|--------------------|-----------------------------|
| <b>DEPARTMENT:</b>    | Financial Services | <b>REPORTS TO:</b> | Manager, Expense Management |
| <b>JOB CLASS:</b>     | Specialist         | <b>PAY GRADE:</b>  | 18                          |
| <b>EXEMPT STATUS:</b> | Exempt             | <b>DATE:</b>       | 02/16/2012                  |

---



---

***Our Mission is to deliver a high quality, technology-based education that provides the skills and knowledge students need for success.***

---

**POSITION GENERAL SUMMARY:**

- The Procurement Card (P-Card) Administrator administers the Procurement Card (P-Card) Program and oversees card program accounting activities. The P-Card Administrator establishes, documents and manages policy, procedures and communications to ensure organizational standards and proactively monitors card program spending for compliance with FLVS policy, to minimize credit losses and to identify financial risks. The P-Card Administrator serves as the primary interface between FLVS and the card program vendor regarding card programs, emerging technology and program changes and enhancements and conducts contract negotiations.

**ESSENTIAL POSITION FUNCTIONS:**

- Administer card program activities, including card issuance and closure, user setup and maintenance, and issue resolution as well as issuance and enforce controls for ghost and individual cards
- Administer control activities for card spending limits, single transaction limits and MCC restrictions
- Oversee internal control compliance with approval requirements
- Monitor processes for employee change notifications for new and terminated employees and card account updates, as required
- Define metrics and reporting processes, track and analyze P-Card program statistics, identify trends and make recommendations for program enhancements
- Complete a program risk assessment on a regular basis
- Participate in industry activities, such as P-Card conferences and NAPCP membership
- Oversee the record retention process of the P-Card transaction documents
- Oversee and initiate timely processing of monthly transactions
- Handle security issues, such as fraud, compromised accounts and lost/stolen accounts, by working with the cardholder and the P-Card provider
- Reconcile P-Card activity for ghost card activity
- Develop communications and maintain FLVS Connect information to help cardholders manage their accounts effectively

- Develop and deliver training programs related to card programs and supporting software to cardholders and management
- Maintain and review card policies and procedures on a regular basis
- Support implementation of best practices and quality control
- Create and maintain a user manual and administrator manual where policies and strategies are communicated; implementing changes as necessary
- Review and approve exception and compliance reporting; ensure tracking, investigation and resolution of policy violations
- Follow up to ensure timely expense submissions by cardholders
- Communicate audit issues and problems to management
- Serve as back up to audit team; conducting audits when required
- Support card contract negotiations in conjunction with procurement
- Plan and coordinate the implementation of ongoing improvements to card programs
- Partner with A/P, Purchasing, and other internal departments to identify top Vendors/Suppliers to implement into the procurement card program to maximize spend captured and minimize cash expenses
- Conduct negotiations with lodging establishments to create Local Negotiated Rates (LNR) in areas with a business need for lodging
- Maintain relationships with suppliers of lodging, ensuring proper billing, tax exempt status, and negotiated rates are applied
- Conduct site visits to contracted hotels, ensuring care of duty obligations are met and visit new areas or regions identified as frequently travelled and establish LNRs in these areas; review area safety, access to meals, and vicinity to business locations
- Maintain and monitor contracts for compliance with procurement regulations, soliciting bids and RFP's when required
- Work with procurement to ensure timely execution of renewal contracts
- Survey travelers to ensure lodging accommodations are adequate for business travel
- Develop team specific trainings to assist travelers; attend live training sessions, as requested
- Possess detailed knowledge of FLVS Travel policy and Florida State Statutes in regard to travel
- Provide support to staff helping to, book travel, create expense request and report; answer any travel related questions
- Provide support in implementations and system interface changes
- Serve as back up to complete approvals for expense reports and request and to complete expense download into the general ledger
- Remain knowledgeable on the function, ability, and scope of Concur program and provide recommendations for improvements
- Attend forms and trainings as needed to gain knowledge on industry standards and upcoming features/ improvements to current system
- Meet professional obligations through efficient work habits such as, meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrating respect for others

- All work responsibilities are subject to having performance goals and/or targets established

*(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)*

**MINIMUM REQUIREMENTS:**

***Education/Licensure/Certification:***

- Bachelor's degree in Financial related field; or equivalent combination of education and relevant experience

***Experience:***

- Three years' finance experience, preferably in government or school district sector

***Knowledge, abilities and skills:***

- Knowledge of industry technological developments/trends
- Knowledge of and ability to apply software support and troubleshooting methodologies
- Knowledge of FLVS procurement policies and Florida Statutes related to procurement
- Knowledge of school district accounting
- Possesses strong knowledge of computer operation and standard office software
- Strong operational and trouble shooting skills for software resources
- Strong organizational and motivational skills
- Demonstrated ability to exercise good judgment and discretion in determining solutions
- Strong technical writing skills
- Strong interpersonal and customer service skills
- Ability to communicate clearly with end-users, peers and management
- Strong written and verbal communication skills

**CORE COMPETENCIES FOR SUCCESS:**

|   |   |
|---|---|
| <p><b>COMMUNICATION SKILLS</b></p> <p><i>Clearly and effectively conveys and/or presents information verbally; summarizes what was heard to mitigate miscommunication; Shares ideas and perspectives and encourages others to do the same; Informs others involved in a project of new developments; Disseminates information to other employees, as appropriate; Effectively uses multiple channels to communicate important messages; Keeps supervisor well informed about progress and/or problems in a timely manner; Writes in a clear, concise, organized and convincing way for a variety of target audiences; The written message is consistently error-free; The written message has the desired effect on the target audience</i></p> | <p><b>CUSTOMER FOCUS</b></p> <p><i>Prioritizes customers (internal and external) and their needs as primary and is dedicated to meeting their expectations; Develops and maintains customer relationships; builds credibility and trust; Quickly and effectively solves customer problems; Provides prompt, attentive service in a cheerful manner; adapts to changing information, conditions or challenges with a positive attitude; Incorporates customer feedback into delivery of service to provide the best experience possible for the customer; Actively promotes FLVS in community by serving as a FLVS ambassador or volunteer</i></p> |
| <p><b>INTERPERSONAL SKILLS</b></p> <p><i>Relates well with others; Treats others with respect; Shares views in a tactful way; Demonstrates diplomacy by approaching others about sensitive issues in non-threatening ways; Considers and responds appropriately to the needs, feelings and capabilities of others; Fosters an environment conducive to open, transparent communication among all levels and positions; Takes the initiative to get to know internal and external customers</i></p>  | <p><b>FUNCTIONAL /TECHNICAL EXPERTISE</b></p> <p><i>Has the skills, abilities, knowledge and experience to be successful in functional area of expertise; Dedicates time and energy to keeping abreast of the latest information related to area of expertise and technology; Picks up on technology quickly; Does well in technical courses and seminars; Produces high quality work in organized and timely fashion</i></p>   |

|  |  |
|--|--|
|  |  |
|--|--|

### **INDIVIDUAL CONTRIBUTOR COMPETENCIES FOR SUCCESS:**

|   |  |
|---|--|
| <p><b>PEER RELATIONSHIPS</b></p> <p><i>Finds common ground and solves problems for the good of all; Can represent his/her own interests and yet be fair to other groups; Solves problems with peers with minimal “noise”; Is seen as a team player and is cooperative; Easily gains trust and support peers; Encourages collaboration; Is candid with peers</i></p>   | <p><b>CREATIVITY</b></p> <p><i>Comes up with a lot of new and unique ideas; Easily makes connections among previously unrelated notions; Tends to be seen as original and value-added in brainstorming sessions; Takes calculated risks; Is not afraid to try new things and potentially “fail fast”</i></p>                           |
| <p><b>SELF KNOWLEDGE</b></p> <p><i>Seeks feedback; Gains insight from mistakes; Is open to constructive criticism; isn’t defensive; Proactively seeks to understand his/her strengths and areas for growth; applies information to best serve organization; Recognizes how his/her behavior impacts others and incorporates insight into future interactions</i></p>  | <p><b>PLANNING</b></p> <p><i>Accurately scopes out length and difficulty of tasks and projects; Sets objectives and goals; Breaks down work into the process steps; Develops schedules and task/people assignments; Anticipates and adjusts for problems and roadblocks; Measures performance against goals; Evaluates results</i></p> |
| <p><b>ORGANIZING</b></p> <p><i>Uses his/her time effectively and efficiently; Concentrates his/her efforts on the more important priorities; Can attend to a broader range of activities as a result of organizing time efficiently; Can marshal resources (people, funding, material, support) to get things done; Can orchestrate multiple activities at once to accomplish a goal; Arranges information and files in a useful manner</i></p> | <p><b>PROBLEM SOLVING</b></p> <p><i>Uses rigorous logic and methods to solve difficult problems with effective solutions; Probes all fruitful sources for answers; Can see hidden problems; Is excellent at honest analysis; Looks beyond the obvious and doesn’t stop at the first answers</i></p>                                    |
| <p><b>DRIVE FOR RESULTS</b></p> <p><i>Can be counted on to exceed goals successfully; Very bottom-line oriented; Steadfastly pushes self and others for results; Is full of energy for the things he/she sees as challenging; Not fearful of acting with a minimum of planning; Consistently seizes opportunities; Consistently exceeds goals</i></p>   |  |

### **PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:**

- Location: Orlando VLC or remote
- Frequency of travel: Occasional travel is required for meetings, trainings and conferences; location may vary and may require overnight stays
- Light physical activities and efforts required working in an office environment

*(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)*

*FLVS does not discriminate in admission or access to, or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information or any other reason prohibited by law.*