



Procurement Supervisor

Job Family: Finance and Business	Sub Family: Procurement	Career Track and Level: M 1
Job Code: FINBUSPROCUREM1	Job Series: 27415	FLSA Category: NON-EXEMPT

Job Family

Finance and Business: Provides the University with critical information regarding the University's operational, financial, and academic performance. Manages and ensures the financial compliance of the University's finances. Prepares University budgets. Assists leadership in strategic planning. Prepares required reports for external parties.

Sub Family

Procurement: Responsible for the purchasing activities of goods and services needed by the university. May include contracting for professional services and equipment acquisition.

Job Responsibilities

- Ensures that business processes and procedures are followed within work unit.
- Prepares financial statements and journal entries and reviews work output of direct reports.
- Audits BobcatBuy expenditures and transactions.
- Supervises the procurement process. Prepares receipts and invoices. Compares prices, researches suppliers.

Role

- Supervises work activities. May have significant input for personnel actions for team. Position at this level may have a portion of time spent on performing duties similar to those of direct/indirect report in the department, however, supervisory activities must be a primary job function.
- Accountable for the effectiveness and productivity of area.

Impact and Complexity

- The responsibilities for this position are clearly defined. Typically solves technical and operational problems using established guidelines and procedures.
- Works under general supervision and work progress/outcomes are reviewed for soundness of judgment and overall thoroughness and accuracy.
- Supervises workflow and processes that are clearly defined and routine. Work is guided by policies and standards. Work impacts the day-to-day objectives and results of job area.



Requirements

Knowledge and expertise in concepts, principles, and practices of finance and business typically obtained through an Associate's degree in finance, business, or related field and 2 or more years of lead and/or supervisory experience. An equivalent combination of education, training, and experience is acceptable. Specific knowledge, certifications, and licensure will apply at the position level.

This job specification describes the general nature and level of work being performed by people assigned to this classification. Employees may perform some or all of these duties. Examples listed do not preclude the performance of other duties similar in nature or in level of complexity.