Procurement Specialist

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<th>Job Family: Finance and Business</th>
<th>Sub Family: Procurement</th>
<th>Career Track and Level: TAS 3</th>
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<td>Job Code: FINBUSPROCURETAS3</td>
<td>Job Series: 27413</td>
<td>FLSA Category: NON-EXEMPT</td>
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**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**

- Guides and assists customers with highly complex questions, paperwork, and requirements, as they relate to financial and business activities such as billing, payment deadlines, refunds, etc. Advises lower level employees on complex customer inquiries, requiring advanced knowledge of department policies.
- Often directs work, trains, and/or supervises student employees.
- Ensures requisitions are processed in a timely manner and are properly recorded. Obtains necessary documentation for customers related to contracts.
- Provides complex financial support to departments and areas within the University.
- Records and tracks expenses and revenue for department or area.

**Role**

- Fully proficient in applying established standards for the job.
- Applies advanced technical or process knowledge; requires ability to utilize diverse but conventional methods, techniques, or approaches to meet specific needs of an assignment.
- May supervise or oversee the work of other TAS and/or student employees.

**Impact and Complexity**

- Performs job responsibilities through use of specialized tools, job experience, and established standards. Often organizes, sets priorities, schedules, and reviews work of student workers or volunteers. Prioritizes, plans, and organizes own work within time, process, and results requirements; determines processes and sequences to follow based on needs and urgency required by the circumstances.
• Uses experience and expertise to anticipate department/discipline's needs, and handles the situation or identifies appropriate resource. Problems and issues faced are complex and occasionally ill-defined and may need some analysis to understand. Demonstrates sound judgment and decision making in situations requiring assessment interpretation and analysis.

Requirements

Knowledge of standard finance and business practices, policies, procedures, tools, and/or equipment in a field of specialization typically obtained by a high school degree or GED or equivalent and a minimum of 3 years of related 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.