

Killeen Independent School District Job Description

Job Title: Purchasing Card Technician
Department: Purchasing Services
Reports To: Director for Purchasing Services
FLSA Status: Non-Exempt

SUMMARY

Responsible for the management of cards and accounts in coordination with the charge card vendor.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Serves as the liaison between the entity's Cardholders and J.P. Morgan Chase (JPMC).

Attends pertinent training provided by the Comptroller of Public Accounts (CPA) and the State Auditor's Office.

Establishes Cardholder accounts and authorization controls.

Executes, approves, signs, and maintains a Cardholder Agreement for all Cardholders.

Provides instructions, training, and assistance to Cardholders and approvers.

Provides Cardholders with the entity's Tax Exemption Number and information on its appropriate use.

Maintains account information and securing all Cardholder information.

Uses appropriate software to perform account management and oversight of accounts.

Keeps Cardholders up-to-date on any new or changing information for CPA and JPMC.

Upon receipt of information indicating fraudulent use or lost/stolen cards, immediately reports to CPA and JPMC.

Ensures charge card accounts are being utilized properly as required by individual entity policy and state legal requirements.

Establishes internal checks and balances to ensure proper execution of the Program at the entity level.

Defines the entity's policy and procedures for the proper documentation and storage of original receipts, logs, and approvals.

Upon completion of all approval processes, authorizes payment to JPMC in accordance with the Prompt Payments Act.

Identifies any personnel changes (retrieving the charge card should be part of the standard HR employee exit checklist; cards must also be temporarily deactivated by JPMC for a period of time because of an extended leave of absence).

Designates an individual to serve as backup for the duties listed above and as required by individual entity policy.

Notifies JPMC if there is a change in Program Administrator status

Performs other duties as assigned by the Director for Purchasing Services.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. There may be alternatives to the below qualifications as the Board of Trustees may find appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Must possess a high school diploma or hold a General Education Degree (GED) certificate, Must have two years experience as a public school secretary, or three years of general clerical/secretarial experience, or 15 hours of college credit with some business orientation or equivalent business school background.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER QUALIFICATIONS

Must take KISD typing test and have a minimum score of 40 wpm with 7 errors or less. In addition, must take an alphanumeric data entry test and have a minimum score of 7,000 kph with 7 errors or less.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and color vision.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually quiet.

Prepared By Frank Crayton, Coordinator for Auxiliary Personnel

Prepared Date: February 7, 2008

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.