

ARKANSAS SCHOOL FOR MATHEMATICS, SCIENCES, AND THE ARTS

JOB DESCRIPTION

POSITION: Purchasing/Travel Coordinator

REPORTS TO: Assistant Director of Finance

CLASSIFICATION: Non-Exempt

PURPOSE OF POSITION:

- Responsible for all purchasing and travel related tasks
- To conduct reconciliation procedures to ensure accuracy of information.
- To assist the Director of Finance and Assistant Director of Finance with matters pertaining to purchasing, travel, and general accounting.

RESPONSIBILITIES AND PERFORMANCE STANDARDS:

Duties include, but are not limited to:

- Review and process purchase requisitions and issue purchase order numbers for compliance with DFA and state procurement regulations.
- Verify product availability and price for all requisitions by contacting suppliers.
- Work with suppliers to set up and maintain supplier accounts.
- Create and maintain travel records, including preparation of spend authorizations and making travel arrangements in accordance with state, system, and institution policies.
- Process travel expense reports in accordance with state, system, and institution policies.
- Verify weekly bank deposits for accuracy.
- Work with the Assistant Director of Finance to assist with preparing bids.
- Assist with annual audits.
- Provide training and guidance to fellow employees with respect to finance systems and functions, including the use of the Workday system.
- Other duties as assigned.

POSITION QUALIFICATIONS:

- A minimum of 2 years of accounting office experience and/or associate degree in accounting required.
- Bachelor's degree in accounting, business, or related field is preferred.
- Strong knowledge of the use of computers, particularly Microsoft Excel, to include Microsoft and Google products, and the ability to learn new software.
- Organizational and time management skills to coordinate multiple projects, tasks and deadlines on a regular basis..
- Strong interpersonal skills, able to create and maintain professional and cooperative work relationships within and outside of the school.
- Experience with Workday, higher education and state finance rules and regulations.