



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 12/17
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Coordinator, Credit Card Programs

JOB SUMMARY

Responsible for the credit card purchases of supplies, materials, travel expenses and equipment in accordance with University and State purchasing and travel guidelines. Oversees and manages the credit card programs, including issuing credit cards. Work is performed independently under the supervision of the Manager of Special Procurements. General guidance and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Manager/Managers

Supervises: No supervisory responsibilities

ESSENTIAL DUTIES - *May include, but not limited to the following:*

- Examines transaction documentation associated with all credit card purchases to ensure compliance with University and State policies and procedures.
- Distributes, suspends and cancels credit cards.
- Participates in development of training for employees that receive credit cards.–Audits credit card use regularly, according to schedule.
- Resolves problems concerning credit cards program and use.
- Writes justifications when necessary.
- Answers credit card questions via phone, e-mail and in person.
- Ensures purchasing policies and procedures and state procurement and travel laws are followed.
- Upload extracted reconciliation into the Oracle Financial System according to schedule.
- Utilizes computer for order entry and as a research tool using campus systems and the Internet.
- Disburses credit card information to university departments.

- Advises departments, as needed, of credit card usage.

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

High school diploma or equivalent required. Bachelor's degree preferred.

EXPERIENCE

Five years' experience in governmental purchasing preferred. Equivalent experience in private industry may be substituted for preferred experience.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Working knowledge of office practices and methods.
- Ability to perform mathematical calculations and/or verify information accurately.
- Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- Ability to represent the department and University in a friendly, courteous, and professional manner.
- Ability to use a personal computer and other office equipment, including related university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

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Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.