

The University of Texas at San Antonio

Job Description

Job Title: Procard Specialist
Code: 19631
FLSA Status: Non-Exempt
Salary Grade: 55
Department/Division: Materials Management/Business Affairs Administration
Reports To: Director of Materials Management

Summary

- Function: Provides support and coordination to the University Procard program, including application processing, reporting, and issue resolution.
- Scope: Responsible for tracking and reporting Procard transactions and providing customer service to Procard users.

Duties

- Typical:
 1. Audits Procard cardholder purchases and submits reports with findings to cardholders, their supervisors, and to the Director of Materials Management.
 2. Serves as liaison between the university and credit card vendor in resolution of Procard issues.
 3. Trains Procard cardholders regarding University Procard policies and procedures.
 4. Organizes, budgets, coordinates and markets UTSA's annual HUB fair.
 5. Processes Procard applications for all University card holders.
 6. Prepares and submits monthly and quarterly Procard HUB reports.
 7. Assists cardholders with questions and concerns.
 8. Maintains and manages the Procard information database.
 9. Performs additional duties as assigned.
- Periodic:
 1. Assists with special projects as assigned.

Education

Required	Preferred
High school diploma or GED.	College coursework in Business Administration or Accounting.

Other Requirements

Required	Preferred
Demonstrated communications skills.	N/A
Criminal Background Check (CBC).	

Experience

Required	Preferred
Two years of experience with credit card purchasing, tracking, reporting, processing or issue resolution.	Three or more years of experience with credit card processing and issue resolution with a public employer.

Equipment

Required	Preferred
Personal computer, word processing and spreadsheet software and standard office equipment.	N/A

Working Conditions

Usual	Special
Normal office conditions.	May occasionally require evening and/or weekend work.

Supervision

Received	Given
Works independently within established guidelines and policies; receives detailed instruction on new duties and tasks.	May directly or indirectly supervise support staff and/or students.

Accuracy

Proficiency in all duties performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.