

DGS Purchasing Card Program Assistant

JOB DUTIES:

The Purchasing Card Program Assistant supports the Central Procurement Office in coordinating, implementing, and administering the State's purchasing card program. The position serves as the interface between agency users and vendors regarding the use, policies, changes in technology, and any card issues. The Purchasing Card Program Assistant is ultimately responsible for supporting the state's commercial card program which includes the Travel card, P-Card and Virtual Card. It requires the highest level of customer service, excellent communication, and independent judgment.

EXAMPLE DUTIES AND RESPONSIBILITIES:

- Ensures maximum volume and dollar rebates for agency p-card usage; completes monthly reconciliations for all agency invoices/statements expeditiously to support timely payment to the bank provider; ensures compliance with policies, procedures and guidelines.
- Provides oversight of state agency p-card accounts; monitors transactions; sets up and closes state agency P-Card accounts; increases or reduces account dollar limits as needed.
- Manages fraudulent and unauthorized p-card transactions; controls the usage of approved Merchant Category Codes (MCC); reviews requests from agencies to unblock MCC codes for specific products and services; analyzes the justification to determine if the request is sufficiently supported; makes a recommendation to the director for final approval; provides to the issuing bank an updated list of MCCs that have been blocked or unblocked for an agency's use; identifies areas for process and communication improvement.
- Facilitates training to agency personnel on proper use of the p-card, policy information, and changes to procedures; designs and delivers training.
- Prepares and balances accounting workbooks and vouchers for approximately forty nine (49) state agencies and departments that include in excess of 10,000 transactions per month.

MINIMUM QUALIFICATIONS:

Associates degree in Business Administration or Accounting* and one year of experience in bank credit card program/services or accounts payable/accounts work.

**Additional experience can substitute for the required education.*

ADDITIONAL KNOWLEDGE, SKILLS, ABILITIES, AND COMPETENCIES:

- Knowledge of accounting, general ledger, AP vouchering
- Basic knowledge of an Enterprise Resource Planning (ERP) procurement system
- Proficiency in Microsoft Office Applications, including Excel (Pivot tables/V look-up); Word, Powerpoint, Sharepoint
- Excellent customer service skills
- Superior organizational skills
- Excellent problem solving skills
- Excellent verbal and written communication skills
- Interpersonal relationship skills
- Professionalism

If interested, please submit a resume to Toni.Stuart@tn.gov

The State of Tennessee is an Equal Opportunity Employer.

Requests for ADA accommodation should be directed to the Human Resources Office @ 615-253-3966.