



## **Classification Description**

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**Job Title:** Travel and P-Card Specialist

**Pay Grade:** 110

**Job Code:** 3991

**FLSA Status:** Exempt

### **Job Purpose**

This position is responsible for the Purchasing Card (P-Card) program and day to day management of all travel related expenses by analyzing and reinforcing the control environment to insure compliance of policies and procedures. The Travel and P-Card Specialist issues new cards, trains users, maintains cardholders, follows up with all customer requests, monitors and reconciles accounts, and administrates all travel and expense related activities for the College and FSW Collegiate High Schools.

### **General Responsibilities**

#### **Essential Functions**

Administers all aspects of the P-Card program, including training and assisting cardholders and managers on all processes related to the P-Card program. Monitors, reconciles, issues new cards, provides training, maintains cardholders and follows up with all customer requests.

Performs P-Cards audits to review account activity and detect potential fraud or liability.

Provides summary reports on activity, spending trends and ad-hoc reports, as needed.

Communicates with reconcilers on a daily and monthly basis to ensure accurate and timely entry of required data.

Reviews and approves P-Card transactions daily.

Reviews and approves pre-approval reports (PA)/travel authorizations (TA's) and expense report (ER)/travel reimbursements (TR's) for the College, FSW Collegiate High Schools and external job candidates.

Trains users on travel policies and using travel system. Answers questions related to travel policies, system troubleshooting, error messages and user errors.

Works closely with IT to test and upgrade the travel system and P-Card processes when enhancements are available.

## TRAVEL AND P-CARD SPECIALIST

Prepares journal entries and supporting schedules for month-end and year-end accounting close.

Reviews, researches and analyzes purchasing card and travel expenditure transactions by general ledger account and department.

Evaluates transactions and documents procedures to ensure compliance with accounting principles and College Operating Procedures.

Analyzes accounting data and makes general interpretations and recommendations to supervisor regarding general ledger codes, propriety, opportunities for efficiencies with the revision of procedures, guidelines and policies that govern the P-Cards and travel processes. Assists in the preparation, review and analysis of various exception reports.

Reviews original source documents for adequate supporting documentation and for indications of alterations.

Utilizes technology to facilitate the compliance review used to identify restricted purchases, unusual, miscellaneous or inaccurate accounting classifications and applicability of charges to accounts.

Contacts departments for additional documentation or to discuss improper transactions. Reviews transactions for propriety. Disapproves transactions if deemed improper.

Educates departments on College policy related to P-Cards and travel expenses.

Supports the College's Accounts Payable functions, as needed.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

### **Knowledge, Skills and Abilities**

#### **Minimum Qualifications**

Bachelor's degree from a regionally accredited institution of higher education in finance, accounting, business or related field.

Two (2) years full-time related professional work experience or four (4) years part-time professional related work experience. Appropriate combination of education and experience may be substituted.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

## TRAVEL AND P-CARD SPECIALIST

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

### **Critical Skills/Expertise**

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

### **Work Conditions/Physical Demands/Special Conditions**

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

TRAVEL AND P-CARD SPECIALIST

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: December 1, 2021. Revised: July 1, 2023