



Job Title: Staff Accountant I, Procurement Card Administrator

Department: Accounting
Reports To: General Accounting Manager
Grade: CA-17
Number of Days: 12 Months
Security Access: ESC
Current Date: November 21, 2016
Overtime Status: Non-Exempt

Position Summary: Accounting duties to include analysis, reconciliations, journal entries, invoicing.

Minimum Qualifications:

- Associate's degree with emphasis in Accounting

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Audits card activity.
- Activates cards and sets dollar limits online
- Reconciles overall statements and records payment to credit card provider.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Highly skill competency in Excel.
- Ability problem solve and use analytical techniques.

Supervisory Responsibility:

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

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