



UNIVERSITY  
OF  
LOUISIANA  
L a f a y e t t e

# Staff Vacancy

**Position:** Procurement Card Specialist      EEO No. BO 6-16

**Responsibilities:** The University of Louisiana at Lafayette (UL) invites nominations and applications for the position of Procurement Card Specialist. Reporting to the Procurement Card Manager, the Specialist will:

- Audit LaCarte transactions to ensure compliance with UL Procurement Rules and Regulations, Special Meals Policy, and Louisiana State Travel Regulations (PPM 49);
- Communicate with Cardholders on purchases that require additional information and/or justification, missing receipts, missing approvals, declines, and disallowed transactions;
- Have thorough knowledge of WORKS (state purchasing card system) so as to audit, report, and assist departments;
- Assist in the preparation of documents to seek reimbursement for any non-compliant or fraudulent LaCarte transactions;
- Assist with training new cardholders/approvers with orientation and departmental training;
- Assist with the distribution and communication to cardholders of new, replacement and renewed LaCarte cards;
- Assist with the deactivation of LaCarte cards and reconciliation of the outstanding transactions;
- Assist with preparation of monthly, quarterly, semi-annual, and annual reports;
- Assist cardholders with any questions or problems regarding card status, declines, purchase requests and overrides. Perform follow-up communication with disputes and monitor the cardholder's transactions to ensure the cardholder's accounts are properly credited;
- Assist with fiscal year-end preparation for processing LaCarte accrual entries;
- Assist supervisor in an effort to identify employees making repeated small dollar purchases with the possibility of splitting purchases or in an effort to identify purchases that should be considered for negotiation of better pricing;
- Assist in maintaining and reviewing WORKS for reporting requirements;
- Prepare LaCarte documents for imaging, copying documents upon request for internal and external auditors or for public records requests;
- Assist in the implementation/processing of LaCarte transactions in the Banner Financial System;
- Assist the Procurement Travel Coordinator, Procurement Card Manager or the Purchasing Director with other administrative duties as needed.

**Qualifications:**

Minimum qualification is a Bachelor's Degree in an applicable major from a regionally accredited institution and one year of financial auditing or purchasing experience "or" four years purchasing experience in a company or higher education in entity. Preferred qualification is at

least two years of higher education experience and financial auditing experience. Additionally, the applicant should be proficient in the usage of MS Windows Operating Systems (Office Suite). Ability to exhibit professional customer service skills, effective communication skills and attention to detail.

**Administrative Unit:**

**The Purchasing Office** is a unit within Administrative and Finance Division. It serves as a centralized resource for faculty and staff to ensure that goods and services are procured at the maximum value, in compliance with University and State policies and procedures in accordance with best practices. The Purchasing Office is responsible for all purchases, travel and LaCarte transactions.

**Environment:** Founded in 1898, the University of Louisiana at Lafayette is a public research university with high research activity. The university is the largest member of the University of Louisiana System that consists of nine institutions. The Southern Association of Colleges and Schools Commission on Colleges accredits the university.

The university offers degree programs in 54 undergraduate disciplines, 20 post bachelor certificates, three graduate certificates, the master's degree in 28 disciplines, and the doctorate in 10 disciplines. UL Lafayette has an enrollment of 18,000 students with a full-time faculty of 600. UL Lafayette consists of nine degree-granting units—Arts, B.I. Moody III College of Business Administration, Education, Engineering, University College, Graduate School, Liberal Arts, Nursing and Allied Health Professions, and the Ray P. Authement College of Sciences.

Lafayette is midway between New Orleans and Houston in the heart of Louisiana's Acadian-Creole region. The city of over 124,000 is part of the Lafayette-Acadiana area with a total population of 475,000. It is the third largest city and one of Louisiana's fastest-growing metropolitan areas. The region is the hub of numerous music and cultural festivals and celebrations. Lafayette serves as the base of Louisiana's offshore oil industry, as well as the financial, retail, and medical center for South-Central Louisiana.

Further information about the University is available on the University's webpage at <http://louisiana.edu/>.

**Salary:** Dependent on qualifications and experience.

**Starting Date:** ASAP

**Applications:** Candidate review will begin immediately. Applicants should send a cover letter, résumé with past/present employment, and the names and contact information of three references to:

Marie C Frank, Director  
Office of Purchasing  
University of Louisiana at Lafayette  
P. O. Box 40197  
Lafayette, LA 70504