



DATE ISSUED: 06/08
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Assistant Controller, Purchasing & Payment Services/HUB Coordinator

JOB SUMMARY

Manages the procurement area of the Controller's Office. Performs administrative work directing the entire procurement process. Establishes and administers all purchasing & payment policies and procedures for the university in compliance with the requirements of the Texas Procurement and Support Services and the Texas Comptroller of Public Accounts as well as all other applicable state guidelines. Formulates, evaluates, and provides data analysis for management reporting. Responsibilities include on-going development of university financial reporting and overseeing the procurement area of the Controller's Office. Work is performed under the direction of the Associate Controller and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Associate Controller

Supervises: Supervisor-Disbursements, Supervisor-Purchasing, USAS Coordinator/Business Systems Specialist, Procurement Card Coordinator and Procurement Analyst.

PRIMARY DUTIES - May include, but not limited to the following:

Analyzes documents, data base structure, and management report requirements.

Analyzes existing systems and procedures for consistency and continuity.

Consults with Controller and Associate Controller for problem definition and management report requirements.

Works to improve performance in procurement area.

Assist with testing in development and implementation in production environments insuring data integrity and system security.

Assists with testing new software releases and upgrades, implementing or developing computerized accounting systems, and hardware or software troubleshooting.

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Provides on-going customer service and ensure the development of sound working relationships with all campus departments.
Plans, coordinates, and evaluates short and long range goals for procurement area.
Application of accounting principles and methods in the issuance of reports, maintenance of records, and analysis of data.
Prepares monthly, quarterly, and annual reports as required internally and externally by federal and state regulations.
Oversight of staffing in the components of the Controller's Office.
Oversees training of procurement staff.
Formulates operating policies and procedures procurement area.
Interviews, hires, and evaluates personnel for procurement area.
Adheres to workplace safety policies and guidelines.
Communicates effectively to purchasing users the procedures for purchasing and the appropriate alternatives available for user consideration.
Maintains list of items available on State Contract.
Interface with departments, vendors, Texas Procurement and Support Services, etc.
Administers the processing of bids for departments including the mailing & specifications, conducting bid openings and tabulating bid results. A final recommendation is founded to the Vice President for Finance and Administration for approval.
Coordinates & evaluates short and long-range procedural needs & goal.
Administers the University's HUB program to assure compliance and accurate reporting.
Responsible for contract administration, pre-solicitation of contract proposals, contract review to ensure good faith effort compliance and contract review to determine subcontracting opportunities.
Responsible for reporting and accountability of monthly HUB compliance reports, reporting HUB expenditures to the GSC, and tracking HUB subcontracting payments.
Responsible for outreach and marketing by attending economic opportunity forums, provides bid information to HUB contractors, administers the mentor-protégée program, assist with HUB certification, and attends HUB coordinator training seminars.
Works with local minority business groups to increase T W U 's HUB participation and matches HUB vendor with applicable departments for purchasing opportunities.
Establishes and maintains a safe environment for employees under charge.
Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge in accordance to University policy.

ADDITIONAL DUTIES

Perform additional job-related duties and responsibilities as requested

EDUCATION

Bachelors degree in Accounting, Finance, or a related field. Additional years of job related experience may substitute for some of the required education on a year for year basis.

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EXPERIENCE

Four years of business supervisory experience, including experience imaging systems, report writing tools, and uniquely statements.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.

Ability to use a personal computer keyboard and read a personal computer screen.

Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

Ability to communicate effectively orally, by phone, in person, and in writing.

Ability to represent the department and University in a friendly, courteous, and professional manner.

Ability to use a personal computer and other office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities include ability to distinguish the nature of objects by using the eye.

WORK ENVIRONMENT

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate. While performing the duties of this position, the employee may be required to travel.

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SAFETY

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should operate equipment safely and report any unsafe work conditions or practices to Management or Safety Coordinator. Supervisors should insure that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of notification.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.