

Classification Specification: Purchasing Assistant

Classification Number: 64512
Effective Date: July 1, 2016

Pay Grade:
Current Exemption Status: Nonexempt

Position Summary

Administer and process all incoming vendors for University Systems. Perform security and audit research on all incoming and active vendors to ensure compliance with State and Federal Laws. Research and execute projects related to vendors. Assist with system upgrades. Develop and administer reconciliation process for specialty programs. Act as back up to BGSU purchasing program, processing new accounts/cards and credit limit increases. Administer payment and distribution of monies to departments. Execute order processing within central procurement system. Acts as first contact for incoming phone calls to Purchasing department. Obtains all necessary information to set up vendors in the financial system to receive payment from the University. Loads information into the financial system. Assists department with various projects as needed.

Essential/Primary Duties

- Administer and process all incoming vendors for University Systems. Perform security and audit research on all incoming and active vendors to ensure compliance with State and Federal Laws. Conducts preliminary background investigation of potential vendors through US and State agency websites. Prepares information along with the vendor forms and submits for approval. Collects and distribute State documentation of all vendors to ensure compliance with OPERS. Research and execute projects related to vendors that affect other BGSU departments. Assist with system upgrades.
- Enters required vendor information into the financial system. Assigns a vendor identification number which will enable the vendor to be open for ordering and for remittance.
- Develop and administer reconciliation process for specialty programs administered by purchasing. Act as back up to BGSU purchasing card program. Process new card application and card holder exception request for credit limit increases and category allowances. Contact (JP Morgan) when assistance is needed. Audit expense report. Assist card holders with questions.
- Execute order processing within central procurement system. Research requisitions and approve. Research stagnant purchase orders, contact vendors for accurate PO distribution method and processing updates in financial system to enable distribution. Determine contract approval route if necessary.
- Serves as main contact for speciality accounts. Distribute, reconcile, and route monies to the appropriate departments. Assign use ID's when appropriate. File problem accounts for further review. Ensure all documentation is filed in the appropriate database.
- Research and execute projects related to vendors that affect other BGSU departments.
- Acts as first contact for incoming phone calls to Purchasing department.
- Contacts vendors regarding payment type preference. Encourages electronic payments in an effort to reduce cost to the University.

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Experience and Education

Experience

- Six months to one year related experience required

Education

- High school diploma or GED required

Physical Requirements

Office or other indoor work: with minimal physical demands such as occasionally lifting/moving materials less than 25 pounds.

Working Conditions

Work is generally performed in a well lit, temperature-controlled indoor environment with occasional exposure to the outdoors and/or any number of elements.

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to effectively communicate, verbally and written
- Detailed-oriented and highly accurate
- Ability to work in changing environment
- Ability to work effectively in a team environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Ability to coordinate or lead others in accomplishing work activities
- Knowledge of computer skills, such as MS Office, presentations, spreadsheets and/or database entry/query
- Ability to query, run reports and modify data in financial systems
- Ability to access and maintain document imaging systems, including scanning and filing documents
- Ability to operate computers and peripheral equipment such as printers
- Ability to draft office correspondence

Supervisory Responsibility

Full-Time

None

Part-Time

None

Providing Direction

Full-Time

None

Part-Time

None

Responsibility for Student Workers

None