JOB DESCRIPTION

POSITION TITLE:  PURCHASING COORDINATOR – PART TIME

JOB CLASS: Staff  SUPERVISOR: DIRECTOR - PURCHASING AND BUSINESS SERVICES

CLASSIFICATION: Part Time  LOCATION: DeLand

SUPERVISORY: No  DEPARTMENT: Purchasing

POSITION OVERVIEW:

To provide administrative assistance to the Purchasing Director within the Purchasing department.

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:

A minimum high school diploma and 5 (five) years experience in a Finance related field. A good working background in Microsoft Windows and related programs.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

1. Sends invoices out for approval and maintains “pending” file.
2. Process approved invoices in a timely manner to ensure vendors are paid within terms and taking advantage of any discounts.
3. Process departmental purchase orders in a timely manner to ensure vendors are paid within terms and taking advantage of any discounts.
4. Reviews monthly vendor statements and maintains statement files.
5. Requests invoices from vendors.
6. Corresponds with vendors in regard to invoice processing/payment status.
7. Process monthly corporate account billings (Walmart, Office Depot, America’s Office Source, Publix, Amazon, Sam’s Club, etc.)
8. Ensuring that internal control processes and procedures are adhere to within the Purchasing functions
9. Assist with credit card purchases
10. Assist in scheduling student workers
11. Assists in fiscal year-end close-out.
12. Interface with the members of the Stetson community and Stetson vendors, providing a positive, service oriented approach on matters relating to Purchasing
14. Provide a positive contribution to the team environment in the Purchasing department, as well as the Finance office.
15. Scan any new vendor W-9’s into the Finance shared drive.
16. Other duties as assigned by the Director of Purchasing and Business Services.
APPLICATION PROCEDURE: Please submit a letter of application, which address the qualifications, a resume, and/or application, with names, addresses, and telephone numbers of three professional references to Stetson University, Inc.; Office of Human Resources; 421 N Woodland Boulevard, Unit 8327, DeLand, FL 32723. FAX: (386) 822-7562 E-MAIL: humres@stetson.edu. Complete application, available online.

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