

Job Description

Job Title:	Purchasing and Financial Coordinator
Department:	Biology
Reports To:	Administrative Officer
Jobs Reporting:	None
Salary Grade:	USG 5
Effective Date:	January 2020

Primary Purpose

The Purchasing and Financial Coordinator is the first point of contact for department members and visitors and provides direction and guidance on routine administrative and operational functions. The incumbent is responsible for procurement of supplies, equipment and services to support teaching and research. The incumbent is also responsible for reviewing the monthly financial operating statement, processing chargebacks, issuing key permits, booking department vehicles and supporting the smooth daily operations of the Biology Office.

Key Accountabilities

Procurement and Shipping Services

- Procure purchases to support teaching and research labs according to university procurement policy and guidelines (Policy 17)
- Research and compare suppliers and costs to maximize budget
- Provide advice and guidance to faculty and technicians regarding procurement policies, procedures and supply options
- Provide compliance advice for research purchases
- Prepare purchase orders for equipment service and repair
- Provide advice regarding sole source purchases and required documentation
- Investigate and track orders to ensure timely delivery; follow up on missing orders
- Ensure perishable orders are delivered in a timely manner or stored appropriately
- Prepare and process returns for damaged or incorrect purchases
- Provide guidance and advice on domestic and international shipping requirements
- Prepare shipping forms and export/import customs documentation
- Manage liquid nitrogen supply and delivery

Financial Services

- Process internal chargebacks for department facilities (greenhouse, microscopes, aquarium, core)
- Review and reconcile monthly operating statement; make necessary corrections in consultation with the Administrative Officer or Financial Officer
- Review monthly telephone statement and make necessary corrections/changes
- Reconcile monthly P-card purchases for research expenses
- Maintain department purchase orders and receipts for audit purposes
- Advise and assist department members with travel claims and reimbursements according to university policy and guidelines (Policy 31)

Key Control

- Authorize key permits for department members and visitors
- Issue key deposit forms and authorize key deposit refunds

Job Description



- Reconcile permits quarterly in department database
- Reconcile key deposit funds for Finance each fiscal year
- Report lost or stolen keys to Key Control

Vehicle and Audio Visual Equipment

- Maintain electronic booking schedule for department van rentals
- Ensure new users complete application form to validate driver's license and insurance coverage before renting vehicles; submit information to Finance
- Ensure users complete van rental agreements for each vehicle rental
- Ensure monthly van maintenance checks with Plant Operations
- Ensure yearly vehicle insurance and licensing renewals, place stickers on vehicle license plates
- Reconcile monthly fuel charges provided by Plant Operations
- Work with Finance to assess any damage and/or vehicle repairs
- Maintain electronic booking schedule for department laptops and data projectors
- Ensure AV equipment is kept in good working order; arrange for updates and replacements

Office Administration and Client Services

- First point of contact for department members and visitors. Provide direction and guidance with professionalism and discretion
- Answer and/or redirect phone and email inquiries
- Maintain department photocopiers, printers and fax machine
- Maintain supplies for paper, toner, envelopes, letter head and other office supplies
- Book rooms for administrative meetings
- Assist with bookings for department seminar series and faculty hiring (rooms, hotel, hospitality)
- Assist new faculty members with office, phone and computer set-up
- Assist with maintenance of first aid kits for labs and department
- Coordinate small scale work requests, moving requests and surplus disposal
- Coordinate disposal of confidential material and shredding
- Provide print requisitions for course material
- Provide back up support in the absence of the Administrative Assistant and Financial Officer

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education

- Post-secondary education in a related field or equivalent education and experience

Experience

- 2+ years' experience in customer service, preferably in an academic environment
- Experience with procurement is strongly preferred
- Experience with financial reconciliation and reimbursements is preferred

Knowledge/Skills/Abilities

- Thorough knowledge of policies related to procurement strongly preferred
- High level of professionalism and attention to detail required
- Ability to work in a busy environment with multiple interruptions
- Proven oral and written communication skills
- Intermediate knowledge of Unit4, Agile, Outlook calendar, Excel, Word

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| <ul style="list-style-type: none">• Knowledge of generally accepted accounting principles is an asset |
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Nature and Scope

- **Contacts:** First point of contact for department members and visitors. Works with Procurement Services, Finance, Central Stores, Key Control and Plant Operations. Liaise with external vendors regarding products and prices.
- **Level of Responsibility:** The job has specialized work with minimal supervision. Provide guidance and direction for department inquires. Ensure timely procurement and delivery of research, teaching and administrative supplies/equipment.
- **Decision-Making Authority:** Authorize department key permits. Signing authority on operating budget work orders related to purchasing and key deposits. Review operating statements for errors and report to Administrative Officer. This position is expected to exercise sound judgment and apply relevant policy and procedures (policies 17, 31) to make independent decisions related to procurement, reimbursements and keys. Independently answer and resolve routine inquires and problems that arise. Recommend potential strategies for complex inquires or problems to Administrative Officer.
- **Physical and Sensory Demands:** Typical of an administrative position operating in an office environment. Exposure to a fast-paced service oriented environment with multiple on-going deadlines, changing priorities, constant interruptions, and large volumes at various times throughout the year. Requires some lifting (less than 50 lbs.).
- **Working Environment:** Office environment with low exposure to disagreeable conditions. Regular working hours