JOB DESCRIPTION

Procurement Manager

Definition of Class
This is a supervisory professional position in which the incumbent performs accounting and management activities for the Office of Procurement Services. The incumbent oversees accounts, monitors payment processes, maintains records and opens and closes records for the year. Incumbent frequently makes decisions by exercising discretion and independent judgment.

Examples of Work Performed
- Analyzes accounts.
- Prepares monthly equipment reconciliation.
- Monitors and maintains GR/IR account.
- Prepares and develops reports.
- Monitors and maintains vendor accounts payable accounts.
- Supervises all personnel operations.
- Monitors changes in state law and regulations, making sure the University is in compliance.
- Provides accounting support and assistance in all areas of Procurement Services.
- Prepares closing entries for year-end.
- Monitors and assists Information Technology in maintaining the SAP Travel Module and the areas of Accounts Payable, Purchasing, and Asset Management.
- Performs related or similar duties as required or assigned.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring department.

1. Directs, coordinates, and participates in University accounting activities.
2. Supervises and coordinates the activities of various personnel-related issues.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the University of Mississippi's Department of
Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.
- **Vision:** Requirements of this job include close vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit; use hands to finger, handle, or feel objects; and reach with hands and arms. The incumbent is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl.

**Experience/Educational Requirements:**

- **Education:** Bachelor’s Degree in Accounting, Finance, or related field from an accredited college or university.

  AND

- **Experience:** Four (4) years of experience in professional accounting.

- **Substitution Statement:** Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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