

**Definition of Class**
This is a non-supervisory position in which the incumbent coordinates and participates in complex clerical duties of a specialty area within the Office of Procurement Services. Incumbent creates and approves vendor material masters, purchase requisitions, quotations, and bids; approves and issues purchase orders; processes payment vouchers; and/or processes checks for payment of services. The incumbent also provides guidance to other departmental buyers across campus.

**Examples of Work Performed**
Processes/verifies/validates/approves travel authorizations, advances and reimbursements to employees for all institutional travel, ensuring the adherence to university and state travel policies, procedures and laws.

Reconciles travel reimbursement vouchers against travel advances, processing payroll deductions as needed.

Uses knowledge to train and/or assist departmental buyers campus-wide. Answers general questions relating to the Materials Management Module in SAP.

Sends out vendor applications. Uses application data to create a vendor file. Answers departmental and vendor related questions regarding payment issues, invoices, orders, deliveries, and cancellations.

Processes payments to vendors by request for payment, consultant forms, and purchase orders.

Generates purchase orders from requisitions; verifies prices, budget category, and G. L. codes; makes corrections as necessary; and notifies departments of any discrepancies.

Performs a variety of clerical accounting tasks involved in maintaining financial records and processing procurement transactions.

Performs similar or related duties as assigned or required.

**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. Participates in complex clerical duties associated with the purchase of goods and services.

2. Ensures compliance with The State of Mississippi and The University of Mississippi policies and procedures relating to the procurement of goods and services.

3. Assists and provides guidance to departmental buyers across campus.
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 10 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 use hands to finger, handle, or feel objects, tools or controls, and talk and hear. The incumbent is periodically required to climb or balance. The incumbent is occasionally required to sit; stand; and walk.

Experience/Educational Requirements:

- **Education:**
  High School Diploma or equivalent (GED).

AND

- **Experience:**
  One (1) year of experience related to the above described duties.

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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*The University of Mississippi is an EO/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.*