

101 Vera King Farris Drive | Galloway NJ 08205-9441  
[stockton.edu](http://stockton.edu)

**Title:**

Assistant Supervisor 4, Admin NE – Plant Purchasing and Disbursement Services Coordinator

**Requisition Code:**

S2300631

**Location:**

Galloway - Main Campus

**Job Category:**

Professional

**Department:**

Facilities Planning (410030)

**Salary:**

Based on NJ Civil Service Commission regulations and is accompanied by an extremely competitive University benefits

**Work Hours:**

M-F 7:30a-3:30p

**Posted Date:**

02/10/2023

**Close Date:**

N/A

**Overview:**

Stockton University is ranked among the top public universities in the Northeast with more than 160 undergraduate and graduate programs, as well as continuing education opportunities. The University, one hour from Philadelphia and two hours from New York City, offers unique living and learning environments throughout southern New Jersey, including the 1,600-acre Galloway campus in the Pinelands National Reserve and Stockton University Atlantic City, located in the University District, just steps from the beach and the iconic Atlantic City Boardwalk. Additional locations include Hammonton, Manahawkin and Woodbine. As a public university, Stockton provides an environment for excellence to a diverse student body, including those from underrepresented populations, through an interdisciplinary approach to liberal arts, sciences, and professional education. Founded in 1969, Stockton held its first classes in 1971. The University's commitment to cultural diversity and its welcoming and vibrant community makes Stockton a great place to learn and work! Learn more about the many reasons to choose Stockton at [www.Stockton.edu](http://www.Stockton.edu).

Faculty and Staff are committed to support Stockton University's commitment to diversity and strong student-centered vision and mission.

Under the direction of the Assistant Vice President of Facilities Management and Plant Operations, the Plant Purchasing and Disbursement Services Coordinator is a detail oriented and technical professional that will perform all aspects or functions of purchasing, procurement, disbursement and accounting for the department.

Successful candidates will be required to show proof of their COVID-19 vaccine status prior to their start date. Religious or Medical waivers may be requested at the time of employment offer.

This is an in-person on campus, non-remote position. For the 2022-2023 academic year, the University has implemented a pilot program allowing employees to work either a compressed 4-day work week with extended workdays or may work from home one day a week. Participation is subject to Divisional Executive approval depending on operational need.

**Responsibilities:**

- Review and recommend appropriate action on requisitions, obligations, purchase orders to 20 buying unit supervisors
- Supervise the compilation and tabulation of financial and other data for inclusion to budgets, special requests, financial and other statements and reports
- Review, analyze and confirm various types of financial and budget related information and other records
- Act as a representative for the department among vendors and other departments in the University to assist in the processing of requisition and clarifying any inaccurate or incomplete data
- Process invoices promptly to ensure agency compliance with purchasing regulations
- Act as a liaison for the department with the Admin & Finance Division in monitoring and informing them of any contracts that will be expiring and other relevant issues
- Maintain and track budget accounts, essential contract, bid history and / or waiver records and files
- Oversee the preparation and distribution of waiver documents, contract award notices and bid proposals
- Provide highly complex, direct, technical assistance to professional buying staff
- Prepare electronic requisitions and check requests for proper completion before submitting
- Process and submit direct payment for vendors, employees, State of NJ for all permits / fines / fees and licenses
- Responsible for fiscal year end-close out of all blanket purchase orders for materials and utilities
- Responsible for fiscal year start-initiate purchase requests to replace the closed purchase orders
- Purchase items within Plant Operations with a P-Card, reconcile the transaction in BOA works
- Establishment and maintenance of essential records and files, including but not limited to all purchase orders, gas/diesel logs, utility logs, account balances, and other budgetary accounts
- May be required to learn to utilize various types of electronic and/or manual recording and information systems used by the university, office, or related units
- Perform other duties that may be assigned
- Support Stockton University's diversity commitment and strong student-centered vision and mission

**Qualifications:**

- Bachelor's degree from an accredited College
- One (1) year of professional experience in review and analysis of administrative practices, policies, and operations

**Note:**

- Applicants who do not possess the required education may substitute experience on a year for year basis

**Minimum Education Required:**

Bachelor's degree

**Minimum Experience Required:**

One (1) year

**Required Documents:**

Letter of Interest, Resume

**How To Apply:**

**Screening of applications begins immediately and will continue until the position is filled.**

**Only electronic documents will be accepted. Please complete the on-line application in addition to providing the following required documents. All required documents must be submitted in order for your application to move forward. You may upload documents using Microsoft Word or PDF.**

1. A letter of interest describing specific skills and experiences
2. A current resume
3. A list of three recent professional references (included in the application): Name, Organization, Email Address and Telephone

**SAME APPLICANTS: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov) , or call CSC at (833) 691-0404.**

Click [here](#) to apply.

**Please note:**

- Stockton University is an equal opportunity institution and encourages a diverse pool of applicants. Pursuant to Title IX of the Education Amendment of 1972, Stockton University prohibits discrimination on the basis of sex (including, but not limited to, the prohibition of sexual misconduct and relationship violence, sexual assault and harassment) in all of its educational programs and activities. Please visit [http://www.stockton.edu/affirmative\\_action](http://www.stockton.edu/affirmative_action) for information on Stockton's Equal Opportunity and Institutional Compliance processes. The University provides reasonable accommodations as appropriate. An applicant may request a reasonable accommodation for any part of the application and hiring process by contacting Bart Musitano, Manager for University Pensions and Benefits within the Office of Human Resources (Main Campus, J-115) at 609-652-4384, Monday – Friday between 8:00am – 5:00pm.
- All offers of employment are contingent upon a favorable background check, which may include social intelligence from a consumer reporting agency.
- In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees (faculty exempt) are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the requirements listed.
- Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act (Clery Act), prospective employees may access Stockton's Annual Security and Fire Safety Report (ASFSR) at <https://www.stockton.edu/police/crime-statistics.html>. The ASFSR contains the previous three years of reported Clery Act crime statistics, fire safety information and information regarding campus and personal safety. Paper copies of the report are available at the Stockton University Police Department, Building 71, 101 Vera King Farris Drive, Galloway Township, NJ, or, call 609-652-4390 to request that a copy be sent via postal mail.