



VACANCY ANNOUNCEMENT

Professional Services Specialist 4, Administrative Services

Job Number:	499640
Category:	Professional
Department:	Office of Contracting and Procurement
Close Date:	7/10/2024 (11:55pm)
Location:	Glassboro, NJ

Under the coordination of a Professional Services Specialist 2 or higher supervisory officer in the Administrative Services area at a state college, is responsible for performing basic professional functions using established policies, procedures, precedents, and guidelines; does related work as required.

General:

- Reviews and interprets applicable principles, federal, and/or state laws and regulations in the course of official duties.
- Regularly reviews existing policies, internal audit findings, and changes in State law.
- Solicits verbal and written quotations for the purchase of assigned commodities and services.
- Conducts price and cost analysis to support vendor selection.
- Issues purchase orders, blanket agreements in accordance with corporate policies and procedures, state, and federal regulations.
- Effectively communicates with suppliers, purchasing staff, and other internal departments to develop and review purchase requirements.
- Researches and suggests methods, materials, and alternatives that may affect better product, improved delivery, or cost savings.
- Monitors vendor performance and compliance, critical dates, and financial accountability.
- Assists in planning for commodities and services replacement within expiration dates.
- May assign and monitor the work of clericals, part-time, and/or student workers as required.
- Prepares clear, technically sound, accurate, and informative reports containing findings, conclusions, and recommendations.
- Prepares correspondence in the course of official duties.
- Maintains essential records and files.
- Assists in the development and implementation of appropriate training programs for students, staff, and others.
- Represents the college at conferences, meetings, and seminars.
- Consults with supervisor on a regular basis to discuss progress, identify problems, and effect resolutions.

University Credit Card Program:

- Processes University P-Card application requests and changes for Accountholders including issuance of program onboarding documents.
- Analyzes credit card transactions and supporting documentation in Bank of America Works Platform for compliance with NJ State Procurement regulations and internal Rowan University policies.
- Creates and maintains mandatory, role-specific, trainings for accountholders to increase understanding of Bank of American Works system, program processes, and various policies.
- Maintains reports for the Office of Contracting & Procurement and Accounts Payable which include P-Card Increase Tracker, P-Card Month End, Suspension Log, Frequent Offender Log, Account Holder spreadsheet, Dispute and Sales Tax Tracker.
- Support accountholders with platform related matters which include processing changes to account or populating password re-set requests.

- Support accountholders with declined transactions for MCC code overrides, ITAP, Approvals, in activated account, permission changes, and insufficient funds.
- Acts as point of contact for all University related questions and/or concerns about the credit card program.
- Acts as internal departmental point of contact and lead for the credit card program.
- Manage procurement thresholds to ensure vendors remain compliant in Banner Finance and Bank of America - calculating annual spend from all programs to determine if compliant.
- Completes month-end process in Bank of America, to ensure all transactions have been allocated, receipts uploaded, and sign offs are completed by required date.
- Create monthly Billing Statements, Travel Statements, Corporate Account Reporting, reaching out to End Users for missing information before reporting to Accounts Payable for the Month End Process.
- Assist Auditors with inquiries from frequent internal and external audits.

Procurement Compliance:

- Analyze daily reports to confirm vendors compliance.
- Utilizes State of New Jersey databases to confirm compliance for vendors including but not limited to: State-issued forms, Business Registrations, IRS Tin Matching, Chapter 51 and AA302 compliance.
- Developed and maintains internal tracking to document compliance communications and identify non-compliance vendors to place on procurement hold.
- Works with vendors to complete entity changes ensuring all compliance documentation is correctly completed and submitted to the State for approval.
- Completes vendor set up in Banner for entity changes which may include collecting an updated W9, Vendor Intake and the required compliance before creation in banner and uploading support to OnBase.
- Assist with Fiscal Year End Processes and Procedures.

Knowledge and Abilities:

- Knowledge of the principles and techniques essential to performance of assigned responsibilities.
- Ability to comprehend, analyze, interpret, and apply established law, regulations, procedures, precedents, and guidelines.
- Knowledge of Microsoft Office
- Knowledge of State of NJ Statutory Regulations related to Procurement.
- Knowledge of Banner Finance System
- Knowledge of Bank of America Works Platform.
- Ability to prepare and professional communicate correspondence.
- Ability to establish liaison and maintain cooperative working relationships with other staff or organizations.
- Ability to assign and monitor the work of clerical employees.
- Ability to prepare clear, technically sound, accurate, and informative reports containing findings, conclusions, and recommendations.
- Ability to organize assigned work, analyze problems, and develop appropriate work methods.
- Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

REQUIREMENTS:

NOTE: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Five (5) years of professional experience in different aspects of administration and business practices; including design and implementation of policy and procedures, vendor service contracts and improving and updating management practices.

OR

Possession of a bachelor's degree from an accredited college or university; and one (1) year of the above-mentioned professional experience.

NOTE: "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

Salary:

- Range P18 (\$52,513)

Notes:

- Rowan University is an Equal Opportunity Employer and values diverse people and abilities. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of this position.
- Candidates must be legally authorized to work in the US, and the university will not sponsor an applicant for a work visa for this position.
- Only completed online applications submitted on or before the posted deadline will be considered.

SAME APPLICANTS: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted with your application 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 , or call CSC at (833)691-0404.

To view the vacancy announcement in its entirety and to apply online, please visit: <https://jobs.rowan.edu/en-us/job/499640/professional-service-specialist-4as-office-of-contracting-procurement>.