



## Human Resources Office

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www.hcps.org

### VACANCY ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

REVISED October 9, 2024

HCPS is committed to recruiting and retaining effective and diverse educators and staff to build a climate of student success and improve learning experiences for every child in every classroom.

### **PURCHASING CARD COORDINATOR** **Central Office – Business Services** **Effective December 2, 2024**

Serves as the subject matter expert to Harford County Public Schools on the procurement card program. Responsible for managing the day-to-day operation of the purchasing card function within Harford County Public Schools (HCPS) and to promote the program for the benefit of all schools and departments.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES MAY INCLUDE**

*These items are intended only as examples of the various types of job duties to be performed; specific position assignments will vary depending on the needs of the department. The omission of specific duties does not exclude them from the position if the work is a similar, related, or logical assignment to the position.*

-  Ensures internal controls are adhered to reduce potential fraudulent use of purchasing cards.
-  Acts as the liaison with the credit card company in order to rectify customer service concerns, resolve spend disputes, verify centralized billing statements, and investigate potential fraud.
-  Reviews/audits transactions to determine if such expenditures are in compliance with established purchasing card regulations and procedures and are accurately assigned to MSDE budgetary accounts. Consults with cardholders and supervisors to offer solutions to compliance issues and provide guidance in relation to the use of the P-Card and its interface with the HCPS budget.
-  Develops and delivers new cardholder and re-fresher training programs for both cardholders and management.
-  Tracks and analyzes purchasing card program metrics such as spend volume by school system, department, and/or cardholder; vendor; and transaction size.
-  Creates journal entries as required.
-  Manages the data upload to the HCPS general ledger for the monthly creation of accounting entries.
-  Assists in the audits of purchasing card records of schools and departments in conjunction with internal and external audits.
-  Works with the office of technology to ensure transactions are archived for future audit needs.
-  Manages tasks of the program to include processing new accounts, closing accounts, adjusting limits, setting Merchant Category Controls (MCC) and file maintenance.
-  Maintains procurement card manual and an HCPS Intranet site to communicate procedures and educate users.
-  Remains current on industry best practices for purchasing card programs and credit card fraud trends
-  Performs other work-related duties as assigned.

## SALARY

- This is a twelve-month position. Salary range based on the FY 2024-2025 AHCATSP Salary Schedule for Non-Certified Administrative, Technical and Supervisory Professionals Personnel. Starting Salary: \$77,244 – Maximum Earnings Potential \$101,921.
- Full salary schedules can be found at <https://www.hcps.org/departments/humanresources/vacancies.aspx>.
- HCPS offers an expansive benefits package including medical, vision, dental, life insurance, retirement savings, pension, paid time off, and more.
- For a complete list of benefits, please visit the Employment Benefits section: <https://www.hcps.org/departments/HumanResources/Default.aspx>
- For more information on holidays and paid time off, please refer to the Holidays and Leave Provisions sections of the AHCATSP Negotiated Agreement: <https://www.hcps.org/boe/collectivebargaining.aspx>
- FLSA: Exempt

## TRAINING AND EXPERIENCE REQUIRED

- Bachelor's degree from an accredited college or university in business administration, finance, accounting or a related field.
- Three years experience with any combination of purchasing card program experience, internal control/auditing work or accounting related policy and procedure work.
- National Professional Certification as a Certified Purchasing Card Professional (CPCP) is preferred at time of application. Candidates not holding CPCP certification are still eligible to apply but successful applicants will be required to obtain CPCP certification within an established timeline as a condition of employment. Successful candidates will be required to maintain CPCP certification while in the position.
- Knowledge of trends and standard practices related to purchasing card programs in public purchasing.
- Comprehensive knowledge of public schools accounting policies and procedures with a general understanding of accounting requirements and a general ledger chart of accounts.
- Ability to manage the vendor procurement card system.
- Ability to prepare and deliver training and formal presentations to educate purchasing card users, school system leadership, and industry professionals.
- Able to exercise good judgment in making decisions within established general guidelines.
- Demonstrated proficiency in Microsoft Office Suite and knowledgeable in the use of database programs.
- Excellent written and oral communication skills with the ability to establish working relationships with others

## HOW TO APPLY

Employment applications are accepted **online only**. To access the application, visit the Employment Opportunities section of the HCPS website at [www.hcps.org](http://www.hcps.org). If you have questions or require assistance to complete the online employment application, contact the Human Resources Office at 410-588-5238.

## DEADLINE

Online applications will be accepted for this vacancy until the position is successfully filled. *Candidates who apply by **October 17, 2024**, will receive immediate consideration.*

*The Board of Education of Harford County is committed to providing an inclusive and welcoming environment for all employees and applicants. We adhere to the principles of equal opportunity in all aspects of employment and do not discriminate on the basis of race, color, national origin, sex (including pregnancy and related conditions, sexual orientation, and gender identity), religion, disability, age, genetic information, or any other characteristic protected by applicable federal, state, or local laws.*

*In accordance with Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, and Title VII of the Civil Rights Act of 1964, the Board of Education of Harford County prohibits discrimination based on sex, race, color, national origin, religion, or any other protected characteristic in any program or activity it operates. The Board of Education of Harford County encourages applications from all qualified individuals.*

*Inquiries or concerns about your rights related to Title IX can be directed to our Title IX Coordinator, Dr. Eric Davis, at 102 South Hickory Ave, Bel Air, MD 21014, 410-588-5202, or [TitleIX@hcps.org](mailto:TitleIX@hcps.org). Inquiries related to your rights under Title VI or Title VII can be directed to our Coordinator of Investigations, Ms. Renee McGlothlin, at 410-809-6087 or [Renee.McGlothlin@hcps.org](mailto:Renee.McGlothlin@hcps.org). Harford County Public Schools' non-discrimination policy can be accessed here: [NON-DISCRIMINATION POLICY: \(hcps.org\)](#) and found on the HCPS website under Board of Education Policies and Procedures. Harford County Public Schools' non-discrimination statement can be accessed here: [NON-DISCRIMINATION STATEMENT: \(hcps.org\)](#) and found on HCPS' homepage.*

**AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE**