

Finance Job Function

Procurement Mgt V

Grade: 59

Job Code: F1259M

Job Family: Procurement

Job Family Matrix: [Procurement \(Finance\) Matrix](#)

Summary

Manage overall procurement operations and activities for supply management.

Core Duties

- Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment
- Lead initiatives and seek opportunities to continually improve service, consolidate spending, and leverage vendors
- Develop and monitor effective procurement processes and systems that are cost-effective and that promote the efficient operation of procurement services
- Collaborate university-wide to negotiate pricing, contracts, bundling, and services offered by existing and prospective vendors
- Develop programs to provide clients with options around the entire source to settlement lifecycle and best-practices process
- Measure performance by analyzing and interpreting key procurement metrics. Ensure cost saving and sourcing goals are met
- Collaborate with university-wide finance leadership to continuously improve processes, policies and procedures
- Ensure financial compliance with University policies and procedures and applicable legal rules and regulations

Basic Qualifications

- Bachelor's degree or equivalent work experience required
- Minimum of 8 years' relevant work experience
- Supervisory experience

Additional Qualifications and Skills

- MBA or Master's degree in relevant field
- Knowledge of Microsoft Office Suite, intermediate excel skills
- Knowledge of advanced financial operations principles
- Working knowledge of federal regulations related to grant spending

Certificates and Licenses

- Professional in Supply Management (CPSM) preferred

Physical Requirements

Working Conditions

- Work is performed in an office setting