

**Alverno College  
Job Advertisement**

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**Position Title:** Procurement/Accounts Payable Specialist

**Date:** July 2024

**Department:** Finance

**Status:** Full Time/12-Month

Founded in 1887, Alverno College is a four-year, Catholic liberal arts college for undergraduate women sponsored by the School Sisters of St. Francis. The college also offers a robust array of graduate and degree completion programs for women and men. Student learning and personal and professional development are the central focus of everyone in the Alverno College community. As Wisconsin's first designated Hispanic-Serving Institution, Alverno enrolls a highly diverse student body of virtually every demographic and experience. It is an institution that has revered tradition and encouraged innovation for more than 130 years.

The College is seeking applicants for a full time Procurement/Accounts Payable Specialist located in Milwaukee, WI. Alverno College health, dental, vision, disability, and retirement plan enrollment is available to full time employees and eligible dependents. Tuition benefits are available for employees and qualified dependents.

**Primary Function:**

Under general direction of the Controller, responsible for the financial processing of transactions for the College. Duties include daily bookkeeping and record keeping, financial reporting, invoicing and billing vendors and reimbursements to staff, faculty and students in accordance with policy.

In addition, will be responsible for the purchasing activities of goods and services needed by the College. Monitor and track department and program expenditures against budget. Issue purchase orders as needed.

**Primary Duties and Responsibilities**

**Procurement Duties:**

- Review purchase requisitions in e-procurement system to ensure compliance with purchasing policies and procedures.
- Coordinate the bid process – solicitation, selection, contract formation, and project delivery.
- Resource to end users in the processing and procuring of goods and services by responding to inquiries.
- Maintain vendor database with set-up of new vendors and modify existing records to provide a current list of approved vendors.

- Assist with training end users on procurement processes and systems.
- Reconciling and monitoring P-Card transactions.
- Generate various procurement activity reports to track & analyze spend volume, monitor compliance, and communicate to end users.
- Accounts Payable Duties:
  - Completes payments and controls expenses by receiving, processing, verifying, reconciling invoices and processing payments via Check or E-Check.
  - Charges expenses to accounts and cost centers by analyzing invoice/expense reports, recording entries.
  - Reviews and processes travel reimbursements.
  - Maintains accounting ledgers by verifying and posting account transactions.
  - Verifies all vendor accounts for accuracy and proper posting of payments.
  - Reports sales taxes by calculating requirements on paid invoices.
  - Accomplishes accounting and organization mission by completing related results as needed.

### **Qualifications**

- Tracking budget expenses
- Detail oriented
- Organization
- Analyzing information
- Accounting
- Vendor relationships
- Data entry skills
- General math skills

### **Education, Experience, and Licensing Requirements**

- Bachelor's degree in accounting, finance, or related field preferred or experience may be substituted on a year-to-year basis.
- Procurement and/or accounts payable experience of 3-5 year is required.

- Colleague or ERP experience is preferred.

**How to Apply**

Apply on-line at <https://www.alverno.edu/jobs/apply/login.php>

Please attach your cover letter, resume, and list of references to the online application

*Alverno College is an Equal Opportunity Employer and committed to workplace diversity.*