



Knight Vision

UNIVERSITY OF CENTRAL FLORIDA

Travel / Procurement Coordinator

Working Title: Travel / Procurement Coordinator
Pay Grades: 15, 16, 17

Job Family: Finance
Levels: I, II, III

Organizational Overview

The University of Central Florida's (UCF's) Finance Business Centers (FBCs) provide first point of contact support for employees across the university's various colleges and divisions. Each center is embedded within a college or division, allowing the Finance, Research & Procurement staff within the center to be integrated into the operations and culture of the community in which they work. Through this model, Finance & Procurement staff act as invaluable advisors and business advocates for the college or division that they serve.

All Finance Business Centers are connected to the university's Central Finance Office and the Office of Research to provide clear and consistent functional accountability and support. In addition, the Central Finance Office and Office of Research will support the training and professional development needs of the FBCs. This connection provides both a strong communication channel for sharing updates in the ever-changing regulatory world in which we operate and support for college-specific challenges that need a university-wide solution. Ultimately, the connection between FBCs, the Central Finance Office and the Office of Research empowers the college and division centers with increased decision and approval rights – removing the need for back-and-forth with central offices.

All employees and FBCs are supported by the Knights Experience Team (kNEXT). kNEXT is responsible for the HR and Finance employee experience as it relates to processing transactions, customer service, maintaining knowledge and information and data analytics. kNEXT Specialists will also be able to provide functional backup support to Business Center Coordinators. kNEXT is designed to reduce the administrative burden on individual colleges, consolidate transaction-based functions, create economies of scale and improve backroom process efficiency so the colleges can better focus resources on their mission. The Experience Team will also focus on a culture of service, knowledge management and continuous improvement of processes and workflows.

Position Summary

Responsibilities for travel and procurement coordination may be combined into the same role depending on the needs of the college or division.

Procurement

The Procurement Coordinator acts as the primary point of contact for colleges/divisions for all procurement-related activities. They will be responsible for procurement of assigned services and commodities, and they will provide daily monitoring and processing of requisitions through UCF systems. The Procurement Coordinator also assists and develops solicitations for bids, and participates in the development of UCF contracts, leases and supplier agreements. The Procurement Coordinator will directly acquire goods and services using college/division-assigned procurement cards and reflect receipt of goods or services in UCF systems. Finally, they will coordinate with Procurement Specialists in the kNEXT to ensure full visibility and resolution of issues and support end user communications and training efforts.

Travel

The Travel Coordinator arranges business travel for university employees, assists in identifying the most cost-effective and efficient travel arrangements, ensuring university travel rules are followed and making necessary reservations for accommodations. Post-trip, the Travel Coordinator assists with the collection, review and processing of the documentation required to support expense reports to ensure prompt and accurate reimbursement of approved expenses. Travel Coordinators will ensure all expense card transactions are allowable, required documentation is provided and transactions are accurately recorded and reconciled in a timely manner. They are also tasked with coordinating with Travel Specialists in kNEXT to ensure full visibility and resolution of issues. This role also supports end user communications and training efforts.

Example of Duties

Procurement

- Participates in the development of solicitation for bids.
- Assists colleges/divisions with the development of contracts, leases, vendor identification and supplier agreements.
- Initiate adds/updates to the vendor master file, obtain supplier provided documentation.
- Initiate requisitions and support colleges/divisions with purchases.

- Review requests for procurement policy adherence prior to entry into Workday and proposes alternative solutions in instances where the request is out of compliance.
- Review and analyze contracts and pricing agreements, exceptional purchases, Waiver of Competition and Sole Source Certifications in accordance with college/division processes, university policy and regulations.
- Acts as a liaison between college/division staff, general counsel and the vendor on the development of contractual agreements.
- Make procurement card purchases for college/division needs.
- Manage purchase orders, expense authorizations, invoice receipts and invoice payments.
- Initiate change orders to purchase orders.
- Add and/or validate Worktags to verify appropriateness for acquisition.
- Perform receiving in Workday.
- Initiate RMAs with suppliers and coordinate returns, as required.
- Support the management and tracking of college/division assets and inventory.
- Verify, review and reconcile procurement card transactions to ensure compliance with university policy and regulations.
- Prepare requests for petty cash funds and replenishment of petty cash.

Travel

- Serve as a general resource and point of contact for travel-related issues.
- Assist employees with travel-related issues or concerns.
- Receive and respond to incoming travel requests.
- Initiate spend authorization for travel upon request.
- Research and compare available travel and hotel accommodations to identify the best available option for each travel need.
- Book travel and hotel accommodations upon request.
- Prepare travel itineraries and distribute travel arrangements and schedules to all appropriate employees/travelers.
- Ensure travel reservations comply with university policies.
- Advise travelers of and assist with any need for specialized travel documents such as visas or passports.
- Prepare and reconcile travel and field advances.
- Collect receipts and travel related expense documents to prepare travel expense reports for employees upon request.
- Review expense reports for policy adherence.
- Collect receipts for and reconcile expense card transactions.
- Collect receipts and prepare reimbursements other than travel.
- Ensure that reimbursement complies with university policies.
- Add and/or validate Worktags to verify appropriateness for acquisition.
- Prepare applications for expense cards for individual employees within guidelines and supervisors' approval according to all rules and regulations.
- Ensure all required permissions and documentation are on file.

Qualifications

Minimum Qualifications: High School Diploma or equivalent and (0 to 4+) years of relevant experience or combination of relevant comparable education and experience.

Relevant Experience: Experience supporting travel coordination and/or purchasing items and services.

Preferred Qualifications: Bachelor's degree, related certifications and higher education experience.

Competencies:

- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services and evaluation of customer satisfaction.
- Working knowledge of financial, procurement, and travel rules, regulations, processes and procedures and ability to explain facts, processes and procedures to others.
- Knowledge of administrative and office procedures and technology systems and workplace terminology.
- Ability to work independently and be part of a team environment while developing highly effective and valued professional relationships with peers, colleagues and cross-functional teams and to conduct oneself in an ethical manner.
- Desire to genuinely help people and provide solutions.
- Excellent organizational skills, attention to detail and ability to keep confidentiality.
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Ability to use computers and computer systems (including hardware and software) to support, configure, run reports enter data, or process information.
- Ability to work with anyone at any level across the institution and maintain a professional, helpful and pleasant interaction.

Physical Environment

Standard office environment with no unique physical demands.

Physical/Cognitive Requirements

- Employee must be able to sit or stand for prolonged periods of time
- This role routinely uses standard office equipment.
- Written communication; verbal communication; logic; fast pace; multiple priorities; sitting in normal position; analyzing; reasoning; reading.

Responsibility for Confidential Data

Exposed to highly sensitive and confidential information and situations. Must be able to handle with objectivity, candor and confidence.