



# Job Description

Position Title: Commercial Card Analyst 1

Job Family: Financial Services

Job Level: Professional - Entry

FLSA Status: Exempt

Salary Grade: 04

## Position Summary:

The Commercial Card Analyst 1 performs a variety of professional duties for the College's Commercial Card Program. The Commercial Card Analyst 1 monitors, analyzes, and reconciles accounting activity for purchasing cards, corporate cards, and virtual cards used by employees for expenses, travel, and procurement. This role monitors financial processes, automated processes, policy enforcement, and assists management with process improvements.

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Provides customer support to existing and potential card users by addressing policy interpretations, general and technical inquiries, contacting the bank, and problem resolution.
2. Maintains an understanding of purchasing and travel policy, procedures, procurement thresholds, and grant-related requirements. Researches, interprets, and applies applicable standards and federal, state, and local policies, procedures, and laws.
3. Develops and updates training material. Provides training and support to cardholders on proper card use, expense reporting procedures, and resolution of card-related issues.
4. Coordinates card training sessions and maintains card training log. Maintains the card training calendar.
5. Assists with online card applications, reporting lost/stolen cards, and closing accounts.
6. Monitors compliance and proper card usage to ensure the continued success of the purchasing and corporate card programs. Monitors procedures used for purchasing and corporate cards, payment and interdepartmental reconciliation processes, and reviews and approves exception requests.
7. Serves as the primary point of contact with the card-issuing bank and expense management system.
8. Investigates and resolves discrepancies.
9. Analyzes and reconciles internal and external information.
10. Assists in prioritizing and assigning work and ensuring staff is trained.
11. Prepares reports and presentations using automated financial systems and other computer applications, including word processing.
12. Prepares reports for management on card statistics and compliance; monthly, quarterly, and annually.

13. Investigates, analyzes, and compiles reports. Utilizes report writing systems and/or queries. Responds to and works with internal and external auditors.
14. Prepares, examines, and analyzes accounting records and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
15. Communicates clearly and concisely both in writing and orally.
16. Evaluates accounting and operational procedures and recommends improvements. Updates and reviews financial processes as needed.
17. Defines requirements for creative, logical, and effective research projects. Works independently on major special projects.
18. Performs all other duties and responsibilities as assigned or directed by the supervisor

### **Knowledge, Skills, and Abilities:**

1. Knowledge of regulatory compliance principles and practices
2. Knowledge of business management and fiscal practices
3. Knowledge and application of organizational and time management principles
4. Skill in analyzing data and drawing conclusions
5. Skill in effective communication (both written and oral)
6. Skill in problem solving
7. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results
8. Ability to apply effective and accurate data entry and typing skills
9. Ability to develop and maintain effective and positive working relationships

### **Supervision:**

- Guides work of others who perform essentially the same work. May organize, set priorities, schedule and review work, may interview and make recommendations on hiring, and provide input into performance reviews. Does not have responsibility for termination or making pay decisions

### **Independence of Action:**

- Work progress is routinely monitored by supervisor/manager; detailed instructions and procedures are generally provided.

### **Competencies:**

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- **Organizational Culture:** Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.

## **Minimum Qualifications:**

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in related field required.
- Up to One (1) year of related financial experience required.
- One (1) to Three (3) years of related experience preferred.

OR an equivalent combination of certification, education, and experience sufficient to successfully perform the essential duties of the job such as those listed above.

## **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to position or transport light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

## **Special Conditions of Employment:**

- Pre-employment background check
- DMV Check/Current and Valid AZ Driver's License
- Some evening or weekend work hours