CAM 1611003

P-Card Administration

Lake Zurich, IL

Summary:

This position plays a vital role and is responsible for all aspects of management, support, training, reporting, and compliance with the company’s policies for E-payables and the Corporate Credit Card Programs for all entities. This includes regular transaction auditing and analysis, policy interpretation and guidance, cardholder troubleshooting and developing and providing meaningful reports to all stakeholders. This position will handle all Cardholder requests and issuances and setting up suppliers on E-payables. This will include on-going training and technical support on the reconciliation system; monitoring transactions for unauthorized charges and analyzing trends to identify opportunities for marketing and promotion of E-payables and the Corporate Card Program. This will include an on-going analysis of how we pay all or our vendors and whether we are using the most optimal cost effective methods and terms. This position would also be responsible for ensuring that all supplier discounts are taken and ensuring compliance to the company’s standard payment terms. This position requires the extensive use of analysis and decision-making to resolve issues in a timely and effective manner. Ongoing professional training is required.

Responsibilities:

* Administration, oversight and review of all card and electronic payment programs.
* Grow programs to established annual targets to maximize rebates.
* Ensure Compliance with Company Policies and Guidelines.
* Reconcile invoices, ensure accuracy and timely payment.
* Train Cardholder, Managers and e-Payables vendors.
* Monitor Card and e-Pay activity Daily and Resolve issues.
* Ensure timely reconciliation of card expenses.
* Create and Maintain Administrative procedure manuals.
* Evaluate and develop policies and procedures.

Requirements:

* Bachelor’s Degree required (Business Degree Preferred)
* CPCP Certification Preferred.
* At least 3-5 years of relevant work experience.
* Must demonstrate effective time management skills and the ability to manage multiple tasks with changing priorities.
* Strong interpersonal skills underscored with courteousness, tactfulness, and professionalism.
* Superlative written and verbal communications skills as this position will have exposure to all levels of the Company and with external partners.
* Must demonstrate proficiency with MS Office applications.
* Reliability, integrity, accountability and fostering interpersonal relationships and the ability to collaborate with internal and external customers are essential requirements.
* Ability to perform complex analysis and work independently while exercising good judgment and discretion.
* Experience with or demonstrated ability to master Online Tracking Software.
* Must have the ability to adapt to and assist with organizational and situational changes.