

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 2025**

**PROCUREMENT ANALYST**

**FLSA STATUS: EXEMPT – PAY GRADE: 23 – P**

**JOB FAMILY: PURCHASING    JOB FUNCTION: BUSINESS SERVICES**

**GENERAL STATEMENT OF JOB**

The Procurement Analyst combines strategic, analytical, technical and operational responsibilities focused on optimizing procurement strategies and processes to enhance the efficiency of purchasing, eProcurement, and ERP systems, providing support, analyzing system performance, and addressing issues. This position clarifies business requirements, conducts quality assurance testing, develops and delivers training, determines and enforces policies and creates compliance reports. Additionally, the Procurement Analyst leads and drives process improvements and manages the College's Procurement Card Program.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Strategizes procurement processes to optimize the use of purchasing, eProcurement, and supplier ERP modules. Provides functional support for both ERP Supplier and purchasing modules through analytical diagnostic and metric reporting to ensure the system is operating at full functional levels.

Serves as liaison with FSCM business owners, ERP developers, and technology services teams to clarify business requirements, address system issues, and recommend solutions. Collaborates with IT engineers on system fixes for Purchasing modules in the ERP system and works with subject matter experts on other college applications. Identifies and addresses system issues and recommends solutions.

Conducts functional quality assurance testing prior to production implementation. Determines testing scope, criteria, timeline, resources, and defines required data, metrics, and report formats.

Identifies and drives process improvement opportunities within procurement operations. Researches, develops, and implements any resultant project implementation and ensures compliance and sustainability of new processes. Leverages a variety of systems, applications, and software, including Microsoft Forms, Adobe Sign, Canvas, and Microsoft Office, to drive process improvement initiatives.

Collaborates with stakeholders to develop and implement effective procurement strategies and practices, ERP system improvements, and functional automations and works closely with Accounts Payable to resolve supplier and purchase order system issues.

Serves as the administrative lead for the P-Card program overseeing administration functions, auditing, training, program enhancements and ensuring compliance with organizational policies.

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Develops and delivers training for purchasing processes and procedures, the P-Card program, and the required security access to procurement modules. Manages the Canvas (LMS) Training and Desktop Procedure Library, ensuring all trainings are accessible to College-wide staff.

Determines and enforces policies and procedures related to procurement modules. Determines enforcement mechanisms and monitoring processes and establishes consequences for non-compliance.

Leads project management of the annual fiscal close of the purchasing module including planning, coordinating steps, setting timelines, and allocating resources. Coordinates, as necessary, the formal solicitation and evaluation processes, the receipt of bids and proposals, and enforces competitive procedures in accordance with established legal and procedural requirements.

Monitors, reviews, and assesses Purchasing requisitions to determine accuracy and completion. Collaborates closely with College requestors to gather any missing information needed to finalize and process the requisition.

Provides administrative support to create and maintain a college-wide environment supportive of student needs.

Performs other related duties, as required.

### **SUPERVISION RECEIVED**

Supervision is received from the appropriate supervising administrator.

### **SUPERVISION EXERCISED**

Supervision may be exercised over assigned staff.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree from a regionally accredited institution and three (3) years of progressive experience in working in ERP systems.

### **PREFERRED QUALIFICATIONS**

Bachelor's degree from a regionally accredited institution and five (5) years of experience with Procurement ERP Module and procurement/purchasing experience at a college or university.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods at a keyboard or workstation.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

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**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

**Language Ability:** Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

**Intelligence:** Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

**Numerical Aptitude:** Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

**Manual Dexterity:** Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** May not require the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

**Physical Communication:** Requires the ability to talk and hear: (talking, expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

**Environmental Requirements:** Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

**Effective:** 01/20

**Revised:** 2/4/25