

PURCHASING AND REIMBURSEMENT COORDINATOR - 67867-1A

Updated: Apr 17, 2024
Location: Irvine-Campus
Job Type:
Department: Engr Deans Office

Job Opening ID: 67867
Reports To: Purchasing and Reimbursements Manager
Working Title: PURCHASING AND REIMBURSEMENT COORDINATOR
Department: Engr Deans Office
Bargaining Unit: 99
FLSA: Non-Exempt
Payroll Job Code: 007740
Job Location: UCI Campus- Irvine
Percent of Time: 100%
Work Schedule: 8-5
Employee Class: Career

Position Summary:

Founded in 1965, the Henry Samueli School of Engineering educates more than 4,600 students (3,728 undergraduates and 961 graduates) with an integrative approach that blends fundamentals, research and hands-on experience. The School's aim is to unleash innovation, create opportunities and inspire ingenuity. The Samueli School's faculty members are leaders in their disciplines who have achieved worldwide recognition for their research and dedicated teaching. The School includes six academic departments. Under the leadership of the Dean, the School pursues research that is timely, socially responsible and cutting edge, and works in partnership with industry, state, and federal agencies to promote the transfer of research to applications that benefit society. Current research thrusts include Communications and Information Technology, Energy and Sustainability, Human Health, and Advanced Manufacturing and Materials. The Purchasing and Reimbursement teams provides purchasing and reimbursement services in support of research, instruction, and administrative activities for all units of the Samueli School of Engineering. Process purchase orders and reimbursements with a strong emphasis on efficient work flow and quality customer service. Ensure timely, accurate, and responsible stewardship by carrying out administrative activities within UC, UCI, Federal, State, and agency policies, procedures, and regulations. Embody the UCI values of respect, intellectual curiosity, integrity, commitment, empathy, appreciation, and fun while working cooperatively with all members of our community. <https://engineering.uci.edu/faculty-staff/purchasing-reimbursement>

Uses professional purchasing skills and concepts to complete purchasing assignments of moderate complexity requiring the analysis and review of multiple procurement options. Has authority to make purchases within a moderate and pre-approved dollar limit. Exercises judgment within defined limits

and practices to determine most effective methodology to acquire common goods and services. Works on problems of moderate scope where analysis of situations or data requires a review of a variety of factors. Under the general supervision of the Purchasing/Reimbursement Manager, the Purchasing/ Reimbursement Coordinator independently evaluates and processes requisitions and reimbursements for the academic departments and Dean’s Office units of the Samueli School of Engineering. Purchase transactions range across a wide variety of research and office materials, laboratory supplies, services, and equipment that is often of a technical and specialized nature. Reimbursements and disbursements are similarly varied and frequently complex, including international travel, events involving service or performance contracts, business meetings, incentive payments, honoraria, awards, gifts, and other miscellaneous forms of payments. Procurement responsibilities include but are not limited to identifying potential vendors, obtaining quotations, evaluating proposals, negotiating terms for orders under \$5000, coordination with Purchasing and Risk Services for orders in excess of \$5000, and problem resolution related to order, delivery, returned goods, and/or billing. Purchasing responsibilities also include maintaining accurate and complete supporting documentation per campus guidelines. Responsibilities include extensive knowledge of University policies and procedures as they pertain to procurement, accounting, basic contract and grant regulations, and business rules.

Key Responsibilities

List key functions and the estimated percentage of time spent performing each of the responsibilities. Indicate which responsibilities are considered "Essential" to the successful performance of the job as defined by the EEOC: “Essential functions are the basic job duties that an employee must be able to perform. You should carefully examine each job to determine which functions or tasks are essential to performance.”

Example:

25% Essential Performs basic design, development, modification and debugging of software. Evaluates basic software for functional areas. Analyzes existing software or works to formulate logic for basic systems, prepares basic specifications and performs coding.

% of time	Essential Function (Yes/No)	Key Responsibilities (To be completed by Supervisor)
50	Yes	Drafts and executes purchase orders, utilizing standard terms and conditions for materials, supplies, equipment, and services. Drafts Request for Quotations (RFQs) including specifications and terms and conditions. Reviews, evaluate and process purchase requests such as materials, supplies, equipment, and services for all academic departments and Dean’s Office units of the Samueli School of Engineering to ensure compliance with UC and UCI purchasing standards and guidelines. Analyze and prioritize all incoming requisitions ensuring all purchase request forms are complete, all supporting documents (i.e. quotes, market data) are in order, and the submission adheres to UC policy and procedures.

		Work with central Purchasing Services to actively seek out and promote University's Small Business program and goals by soliciting such vendors as University trading partners.
30	Yes	Receive, evaluate and process payments and reimbursements for academic departments and Dean's Office units of the Samueli School of Engineering. Analyze and prioritize all incoming requests ensuring all reimbursement request forms are complete, all supporting documents are in order, and the submission adheres to UC policy and procedures as well as basic contract and grant guidelines. Acts as an intermediary between the Accounts Payable Office and payees as necessary. Maintain up-to-date working knowledge of campus reimbursement guidelines and best practices. Attend campus trainings when necessary and review policy changes or other communications initiated by campus.
5	Yes	Regularly communicates with organization's customers, reduces risk to the University by ensuring departmental compliance with procurement and reimbursement policy.
5	Yes	Participates in professional development and training.
5	Yes	Interprets and applies basic University policies and procedures.
5	Yes	Acquires and maintains a basic technical understanding of commonly purchased products.

Total Compensation:

In addition to the salary range listed below, we offer a wealth of benefits to make working at UCI even more rewarding. These benefits may include medical insurance, sick and vacation time, retirement savings plans, and access to a number of discounts and perks. Please utilize the links listed here to learn more about our [compensation practices](#) and [benefits](#).

The expected pay range for this recruitment is \$26.92 - \$31.78 (Hourly Rate). The Full Salary Range for the salary grade this position is assigned to is \$26.92 - \$46.36 (Hourly Rate).

Department Website:

[Purchasing & Reimbursement | Samueli School of Engineering at UC Irvine](#)

Required:

- 4-yrs of related working experience
- Bachelor's degree in related area and / or equivalent experience / training.
- Ability to communicate effectively in writing and verbally. Working level of proficiency in the use of standard spreadsheet and word processing software.
- Ability to work independently, adjust to changing priorities, deadlines, interruptions and general supervisory oversight.

- Ability to work in a fast pace work environment and effectively analyze and prioritize competing requests and work demands.
- Ability to effectively communicate when requesting additional information, placing orders, explaining regulations, providing updates on order status, arranging for returns, closing out orders, and coordinating repairs and maintenance requests.
- Skill to analyze materials provided to determine what policies apply, how to best process the request, whether additional information is needed, how best to obtain additional information if needed, and when to consult with colleagues, superiors, and/or experts in central Purchasing or Accounting.
- Ability to complete job assignments accurately, quickly yet thoroughly, and reliably under extremely heavy workloads.
- Ability to use good judgment, make use of available resources and keep work area in an orderly and organized manner.
- Strong customer service skills to respond professionally and effectively to requests for service and resolve customers issues.
- Ability to work with complex organization learning, understanding and administering a wide range of purchasing & financial policies.
- Analytical skills to reason through the logic of a problem, and familiarity with policies, procedures, systems, and organizational structure to facilitate independently seeking out information needed to resolve and complete project.
- Knowledge of purchasing, shipping, and warranty terminology.
- Adequate knowledge of scientific and technical terminology and commodities when purchase requisitions are received.
- Ability to maintain strong ethical and professional approach to work.
- Ability to maintain confidentiality and exercise discretion.
- Ability to initiate and maintain organized electronic and paper filing systems to facilitate easy retrieval.

Preferred:

- Analytical skills necessary to evaluate the quality and cost effectiveness of purchasing options.
- Ability to read and interpret terms and conditions of basic contracts.
- Some knowledge of the organization's departments and operations required in order to meet their procurement needs.
- Experience performing purchasing functions at UC, including knowledge of and familiarity with UC policies and procedures.
- Experience with processing both routine and complex payments and reimbursements in accordance with UC policies and procedures Working knowledge of University Procurement, Accounting, Receiving, Bookstore, and EH&S Departments, systems, and organizational structures.
- University purchasing and financial systems Familiarity with the Uniform Commercial Code (UCC) and the Federal Acquisition Regulations (FAR).
- Knowledge of Contract and Grant and EHS Regulations and Policies and Procedures as they apply to purchasing, reimbursements and accounting.

Conditions of Employment:

The University of California, Irvine (UCI) seeks to provide a safe and healthy environment for the entire UCI community. As part of this commitment, all applicants who accept an offer of employment must comply with the following conditions of employment:

- Background Check and Live Scan
- Legal Right to work in the United States
- Vaccination Policies
- Smoking and Tobacco Policy
- Drug Free Environment

The following additional conditions may apply, some of which are dependent upon business unit or job specific requirements.

- California Child Abuse and Neglect Reporting Act
- E-Verify
- Pre-Placement Health Evaluation

Details of each policy may be reviewed by visiting the following page - <https://hr.uci.edu/new-hire/conditions-of-employment.php>

Closing Statement:

The University of California, Irvine is an Equal Opportunity/Affirmative Action Employer advancing inclusive excellence. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected categories covered by the [UC nondiscrimination policy](#). We are committed to attracting and retaining a diverse workforce along with honoring unique experiences, perspectives, and identities. Together, our community strives to create and maintain working and learning environments that are inclusive, equitable, and welcoming. UCI provides reasonable accommodations for applicants with disabilities upon request. For more information, please contact Human Resources at (949) 824-0500 or eec@uci.edu