

MISSISSIPPI CHRISTIAN UNIVERSITY
Director of Purchasing and Accounts Payable

POSITION SUMMARY: The person in this position is responsible for overseeing both purchasing operations and accounts payable functions.

ESSENTIAL FUNCTIONS:

- Direct and oversee purchasing department's activities including purchase order creation and vendor selection
- Ensure compliance with purchasing policies and procedures
- Manage vendor relationships to ensure quality and timely delivery of goods and services
- Monitor purchasing activity and identify areas for improvement and cost savings
- Oversee the accounts payable function, ensuring accurate and timely processing of invoices, payments and reconciliations
- Manage the accounts payable workflow, including invoice verification, coding and payment processing
- Track open purchase orders, and resolve shipping or quality discrepancies with vendors.
- Develop and implement policies and procedures

PREFERRED QUALIFICATION:

- Bachelor's degree in accounting, finance, or related field
- Extensive experience in purchasing and accounts payables – at least 5 years of experience in related field
- Strong working knowledge of Microsoft Excel
- Strong knowledge of purchasing and accounts payable principles, practices and procedures
- Proficiency in purchasing and accounts payable modules
- Strong attention to detail and high degree of accuracy
- Good communication and negotiation skills for dealing with suppliers and internal staff
- Understanding of basic accounting principles (GAAP) and internal control procedures
- Supervisory Experience

REPORTS TO: Controller

FLSA STATUS: Full-Time; Exempt