

Job title	Accounts Payable & Supply Coordinator
Reports to	<i>Associate Director</i>

Job Summary

Responsible for assisting the Associate Director with the day-to-day supply/purchasing operations, including collection of supply orders, initiating purchases, handling deliveries, and entering expenses into various databases. Additional tasks may be assigned as needed for business operations.

Duties and Responsibilities

The Accounts Payable & Supply Coordinator will be responsible for fulfilling the following duties:

- Track, order, receive and deliver all classroom supplies to ensure availability as needed
- Communicate delivery schedules, changes in product availability, and other relevant information to classroom staff and supervisors
- Deliver food, food service, and cleaning supplies to classrooms on established schedule
- Track, record and document all purchases made through the Children's Learning Center supply and expense budget
- Allocate budgeted amounts as directed by supervisor, monitor account balances and notify supervisors of any concerns
- Verify receipt of all credit card statements and documentation for Center P-Card holders and review receipts to ensure compliance with University regulations
- Reconcile Center records with UWM financial records on a monthly basis to ensure accuracy and completeness
- Complete other projects as assigned
- Provide reception desk coverage when necessary

Minimum Qualifications

Minimum Qualifications include:

- UW-Milwaukee Student
- Excellent verbal and written communication skills
- Outstanding customer service skills
- Ability to multi-task and maintain an organized area in a complex environment
- Experience with Microsoft applications

Preferred Qualifications include:

- Previous ordering, accounts payables or business experience

Minimum Availability

This is a 12-Month position and the Children's Learning Center is open during spring break and exam weeks. Position schedule requires availability 3-4 days per week and a minimum of 12 hours per week.

Working Conditions

Work is performed in a University office environment, involving possible exposure to low-level noise and chemicals related to the operation of basic office equipment. Exposure to varying office temperatures due to heating and cooling system. Work in the Children's Learning Center requires a basic understanding of, and attention to, child safety.

Physical requirements

Must be able to lift and move boxes weighing up to 50 pounds.

7/11/2024