Temple College

Director of Purchasing

LOCATION	2600 South First Street Temple, TX	**JOB TYPE**	Full-Time (Staff)
JOB NUMBER	00461	**DIVISION**	Administrative Services
DEPARTMENT	Purchasing	**OPENING DATE**	11/18/2026
CLOSING DATE	Continuous	**FLSA**	Exempt
SALARY GRADE	Professional	**TOTAL HOURS REQUIRED PER WEEK**	40
MINIMUM REQUIREMENTS	Bachelor's degree from an accredited college or university in Accounting, Business Administration or Business Management. Minimum of five years of relevant work experience, demonstrating strong knowledge and skills in the field.	**WORK SCHEDULE**	WORK SCHEDULE: 8:00 AM to 6:00 PM Monday through Thursday with an hour lunch break. 8:00 AM to 12:00 PM on Friday. Summer Schedule: 7:30 AM to 6:00 PM Monday through Thursday with a half-hour lunch break This is an on-site position. Essential duties of the role must be performed in person, during prescribed work hours.

Position Summary & Essential Duties

Summary:
This position reports to the Chief Financial Officer, and is responsible for the overall management and integrity of the College's procurement and payment services activities in compliance with policy, procedures, regulatory requirements, and industry best practices. The Director provides strategic leadership, vision, training, and action needed to accomplish College educational mission and goals.

Qualifications (Required and Preferred)

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience required.

MINIMUM EDUCATIONAL AND WORK REQUIREMENTS (MINIMUM QUALIFICATIONS):

- Bachelor's degree from an accredited college or university in Accounting, Business Administration or Business Management.
- Minimum of five years of relevant work experience, demonstrating strong knowledge and skills in the field.

- Experience in higher education (college/university), fund or governmental accounting is required.
- Familiarity with the Ellucian Colleague or similar ERP software system is preferred.
- Advance skills in Microsoft Excel and other financial software
- Must be detail-oriented, possess strong ethical standards and integrity.
- Ability to manage multiple tasks, work effectively under pressure, and meet deadlines.
- Strong interpersonal and communication skills, with the ability to collaborate across departments in a team-based environment.

PREFERRED:
None

CERTIFICATION OR LICENSES:
None

Job Duties and Responsibilities

- Provides overall leadership, management, and supervision for all purchasing operations and payment services activities.
- Utilizes current industry principles and best practices to direct and manage the activities and operations of the Procurement and Payment Services Unit.
- Manages the operations and activities of the purchasing and accounts payable function, which includes planning and coordinating projects and processes, procedures, systems, and/or standards; ensures compliance with Federal, State, and local laws, regulations, codes, and/or standards.
- Conducts formal solicitation process (IFB, RFP, RFQ), prepares bid documents, specifications, terms and conditions, pre-proposal conference, bid openings, and assists departments with the evaluation process.
- Reviews contract and purchasing proposals. Ensures guidelines and mandated regulations are followed. Makes recommendations and approves proposals.
- Manage the day-to-day accounts payable activities, including the timely and accurate processing of invoices, employee expense reimbursements, and other miscellaneous payments
- Ensure all disbursement procedures comply with federal and state laws, IRS regulations (including 1099 reporting), and institutional policies. Develop, document, and implement AP policies and procedures.
- Build and maintain positive relationships with college vendors, resolve payment discrepancies, and oversee vendor master file maintenance.
- Direct month-end and year-end closing processes for accounts payable. Perform and oversee account reconciliations and prepare reports for college administration.
- Coordinates the preparation, administration, and monitoring of contracts which includes maintaining vendor relationships, resolving contract and invoice discrepancies, managing the bidding process; negotiating contracts within defined parameters; and reviewing and approving bids and requests for service.
- Develops, administers, and communicates Accounts Payable (A/P) policies and procedures to ensure compliance with institutional, state, and federal regulations.
- Regularly reviews and updates policies to reflect changes in financial regulations, internal controls, and best practices.
- Provides clear guidance and training to departmental staff and stakeholders on A/P processes, including invoice submission, payment timelines, vendor management, and expense documentation requirements.
- Acts as the primary resource for questions related to A/P procedures, promoting consistency, accountability, and efficient workflow across the organization. Collaborates with internal departments to ensure policies support operational needs while maintaining strong financial controls.
- Develops, administers, and monitors budgets; implements and allocates resources following budget approval; and approves expenditures.
- Coordinates and supervises the collection of technical data and the preparation of a variety of complex reports, statistic, and communications.
- Coordinates the purchase and distribution of materials, supplies, and equipment for all College departments.
- Coordinates the P-Card function for the department, including managing the issuance, activation, and cancellation of P-Cards; serving as the primary liaison with the college's purchasing office.

- Responsible for training staff on proper P-Card usage and compliance with institutional policies; monitoring transactions for accuracy and appropriate use; collecting and reviewing receipts and supporting documentation; reconciling monthly statements; and ensuring timely submission of reports.
- Investigates payment discrepancies and follows up on any potential misuse or policy violations, maintaining accurate records for audit purposes.
- Creates and maintains reports via the Ellucian Colleague Report Writer system.
- Oversees the development and implementation of internal controls to safeguard the Colleges assets and ensure the reliability of financial information. This includes procedures for transaction authorization, segregation of duties, and regular reconciliation of accounts.
- Identifies opportunities to streamline accounting processes, implement new technologies, and enhance efficiency.
- Performs review, analysis, and preparation of month end and year-end entries.
- Manages implementation and oversight of the records management and retention procedures for purchasing and payables records.
- Coordinates across departments to ensure consistent financial reporting and compliance with federal, state, and college fiscal policies.
- Prepares time-sensitive reports for external agencies requiring complex calculations and data compilation from multiple sources.
- Working with other departments and administrators to ensure alignment of financial activities with institutional goals.
- Supervises personnel, including work allocation, training, performance evaluation, and enforcement of internal controls and procedures.
- Assumes additional responsibilities as needed to support the department's goals and college operations.

Professional Standards and Workplace Expectations

- Communicate respectfully, constructively, and supportively with co-workers, faculty, staff, students, and visitors across all forms of communication.
- Demonstrate commitment to the team by practicing punctuality, respecting deadlines, engaging in collaborative problem-solving, and maintaining honest communication.
- Build trusting workplace relationships by acting with integrity, courtesy, and professional responsibility, even during demanding production schedules.
- Proactively maintain technical proficiency by participating in approved training opportunities, reading job-related materials, and collaborating with peers.
- Meet all required standards of confidentiality. Maintain clean, organized, and safe work areas.
- Present a clean, professional appearance suitable for an educational environment with frequent students and community interaction, adhering to all safety wear standards.
- As a Temple College Employee, actively support the Caring Campus initiative by engaging in student-centered behavior commitments, providing responsive and accurate assistance to all internal and external community members, and embracing our core values of Excellence, Integrity, Community, and Respect.

Knowledge Skills and Abilities & Physical Demands

KNOWLEDGE:

- Knowledge of purchasing and accounting systems, policies and procedures, internal controls, auditing, financial analysis, and financial reporting in governmental accounting.
- Knowledge of Generally Accepted Accounting Principles (GAAP), federal regulations, and specific higher education requirements, such as Uniform Guidance.
- Knowledge of purchasing practices, including state and college rules and regulations, purchasing methods, contract laws, and negotiations.
- Knowledge in the development of specifications, bids, quotes, vendor lists, request for proposals, and capital project procurement.
- Knowledge of a range of automated financial systems and ERP systems (e.g., Ellucian Colleague) and e-procurement platforms.
- Knowledge of software to quantify and illustrate complex financial reports, comparison, impacts, and/or projections

- Knowledge of college and/or public auditing policies, standards, and procedures.

SKILLS:

- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a multi-person environment.
- Demonstrated organizational and planning skills with attention to detail and follow through.

ABILITIES:

- Ability to write accurate standard competitive specifications.
- Ability to maintain confidentiality of work-related information and materials.
- Ability to interpret and apply Federal, State, and community college policies, procedures, laws and regulations.
- Ability to examine and verify a wide variety of financial documents and reports.
- Ability to define problems collects data, establish facts, and draw valid conclusions.
- Ability to work under pressure and multi-task.
- Ability to provide technical guidance and leadership to professional personnel in area of expertise.
- Ability to apply regulatory requirements to ensure compliance.

PHYSICAL EFFORT:
Primarily light physical activity is required with occasional lifting and manipulation of objects up to 25 pounds but may require intermittent lifting of objects up to 40 pounds.

WORKING CONDITIONS:
Work is normally performed in an office setting.

WORK SCHEDULE:
8:00 AM to 6:00 PM Monday through Thursday with an hour lunch break.
8:00 AM to 12:00 PM on Friday.

Summer Schedule:
7:30 AM to 6:00 PM Monday through Thursday with a half-hour lunch break

This is an on-site position. Essential duties of the role must be performed in person, during prescribed work hours.

HOURS PER WEEK:
40

TRS/ORP:
TRS or ORP.

SUPERVISORY DUTIES:
None.

REPORTS TO:
Chief Financial Officer

The following duties and responsibilities, Knowledge, Skills and Abilities (KSA's), and physical requirements are intended to describe the general nature and level of work being performed. The information listed below is not intended to be construed as a complete listing of all duties and responsibilities, KSA's, and physical requirements required of this position since changes to the position may occur at any time or additional requirements may be added over the course of time.

Employer

Temple College

Address

Temple College
2600 South First Street
Temple, Texas, 76504

Phone

254-298-8580

Website

https://www.templecollege.edu