GREATER PHILADELPHIA YMCA
CAREER OPPORTUNITY

POSITION: P-Card Administrator
SUPERVISOR: AP Manager
LOCATION: Association Office
STATUS: Full Time – Exempt
POSTING START DATE: January 14, 2020
POSTING END DATE: February 14, 2020

About the Greater Philadelphia YMCA:

Every team member at the Greater Philadelphia YMCA is guided by our principle of Connecting People to Healthier Lives. That connection with members and to each other is seen and felt across every department. As part of our team, you will have the opportunity to make a profound difference in a cause-driven organization, where social responsibility permeates the culture. As one of the largest YMCAs in the country, serving over 240,000 members and participants in 6 counties with 4,700 employees, we have the size and scope to make real and positive change in the communities we serve. This position supports the work of the YMCA, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility.

Position Purpose:

The Purchasing Card (P-Card) Administrator is responsible for the daily management, administration, customer support, improvement, enforcement, and organizational effectiveness of the Association P-Card program and additional AP processing support

- Primary point of contact to the cardholder/authorized user and issuing Bank
- Responsible for reviewing applications, opening, monitoring and closing/deactivating of all P-Cards
- Provides customer support to all cardholders/authorized users and escalates issues when appropriate
- Maintains accurate and up-to-date cardholder/authorized users list
- Reconcile P-Card statements to Accounting General Ledger system monthly
- Perform monthly P-Card audit to support controls and detect noncompliance, misuse or fraud
- Support AP Manager in monthly processing of Accounts Payable

What you’ll do:

The Purchasing Card (P-Card) Administrator, under the direction of the Accounts Payable Manager, will administer the Association P-Card Program and support AP Processing, providing best-in-class customer service and administration; responsibilities include, but are not limited to:

- Serve as the Subject Matter Expert (SME) of the P-Card program and primary point of contact to the cardholder/authorized user and issuing Bank
- Provide Program & Customer Support:
  - Responsible for reviewing applications, opening, monitoring and closing/deactivating of all P-Cards
  - Train new P-Card users to use the card in alignment with Association Policies and controls
  - Provide customer support to all cardholders/authorized users and escalates issues when appropriate
  - Evaluates and improves the customer service delivery of the program including, but not limited to, initial application, education and training, administration, and enforcement
- Record Maintenance:
  - Maintains accurate and up-to-date cardholder/authorized users list
  - Maintains accurate and up-to-date GL (general ledger) codes and DOAs (delegation of authority) within the bank’s system
  - Monitors and maintains systematic blocking of MCCs (merchant category code) in compliance with P-Card policy
  - Ensures issuing financial institution’s online system contains accurate and up-to-date company and cardholder/authorized user information at all times
What you need to succeed:

- Bachelor’s degree preferred
- Certification preferences
  - Purchasing Card Professional (CPCP) from the National Association of Purchasing Card Professionals (NAPCP)
- Minimum of 3-years’ experience as P-Card Administrator with accounts payable, finance, or purchasing management
  - Experience in a high transactional environment, processing and reconciling daily sales, credit card processing and managing point-of-sale data systems
  - Known for delivering best in class customer service

Some benefits and perks of working at the Y:

Flexible work schedule, a free family membership, discounted programming, participation in the Y Retirement Fund, health and wellness benefits, and opportunities for continuing education and professional training and development.

How to apply:

Send your resume and cover letter to neely.rosen@philaymca.org.