



# Auditor, Purchasing Support (Travel)

<b>Reports to:</b>	Manager III, Purchasing	<b>FLSA Status:</b>	Non-Exempt
<b>Department:</b>	Vendor Services	<b>Structure/Grade:</b>	Unified 118
<b>Division:</b>	Finance	<b>Workdays:</b>	246
<b>Retirement:</b>	Teachers Retirement System		

## Position Summary

Processes professional travel for the entire DeKalb County School District and manages bids/requests for proposals (RFPs) when the district makes a purchase greater than \$100,000.

## Essential Job Duties

- Monitors all professional and local travel requests for the district.
- Reviews all travel documents for compliance with state travel regulations and Board policies; creates new employee vendor files; verifies lodging and meal per diems, airline reservations/fees, incidentals, and mileage; verifies administrative approvals; converts travel requisitions into purchase orders; and processes vendor payments and employee reimbursements for travel-related expenditures.
- Reconciles travel documents for local and professional travel and purchasing card transactions uploaded into Munis; monitors P- Card travel transactions through the Bank of America Works Program.
- Trains all district employees on travel procedures; implements internal controls and conducts compliance reviews of travel documentation; reconciles purchasing card travel transactions uploaded into Munis.
- Identifies, monitors, and resolves potential areas of concern within the travel program; prepares travel reports for annual audits, management, and state reporting; maintains databases for the travel program and centralized purchasing.
- Supports daily activities of the purchasing department as needed, including reviewing requisition verification reports for compliance with purchasing policies and procedures; rolling regular requisitions into purchase orders reviewing and mailing purchase orders; adding vendors or updating vendor files; processing purchase order changes, including price increases and shipment charges; assisting with preparing solicitation documents; conducting market research; and preparing communications for internal and external stakeholders.
- Performs other duties as assigned.

## Qualifications

- High school diploma or GED required. Associate’s degree in Business Administration, Accounting or equivalent completed college coursework from a Professional Standards Commission approved accredited college or university, preferred.
- Minimum of three (3) years technical level purchasing, accounting, bookkeeping or closely related experience is required.



### Knowledge, Skills, and Abilities

- Knowledge of general office procedures
- Effective oral, written, and interpersonal communication skills
- Strong attention to detail with the ability to maintain a high level of accuracy
- Good computer skills, and the ability to use all relevant software
- Ability to organize and prioritize tasks and manage multiple assignments simultaneously

### Physical Demands and Work Environment

- Constantly required to exchange accurate information.
- Constantly operates a computer and other office machinery.
- Constantly observes details at close range.
- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

*Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification and the current documents obtained in the Division of Human Resources, the latter will always govern. The DeKalb County School District reserves the right to modify, alter, or discontinue these reference materials for any reason.*

*Reviewed/Revised: 4/15/2026*