OPERATIONS ANALYST
Facilities Management

POSITION SUMMARY

Individual works directly for the Assistant Director of Operations. Performs administrative and technical duties in support of the Operations and Transportation Division. Administrative duties include processing invoices, utility bills and purchase orders.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

- Validates purchase order requests, cost centers, and signature authority before converting to Purchase Orders. Accuracy is essential as it affects department budgets. Purchase orders are reviewed to determine if cost of materials, tax and freight or direct charges for contractor work are correct. Validates and receives into Mainsaver all freight charges and any other extra charges that may occur on an invoice. Attaches copy of invoices to all POs in Mainsaver. Oversees archiving of all documentation related to invoices and purchase orders electronically.
- Processing of Invoices for both materials and contractors. Oversees that check off list for all projects paid by operating budgets are filled out appropriately before processing invoices. Tracking, analyzing and coding of all utility invoices and usage. Tracking, analyzing and coding of all trash waste / E waste invoices. Monthly tracking of utility meter usage on Obvius. Work with Supervisors, Managers and Assist Directors in reviewing incoming invoices and assisting at times in the creation of P/R’s, PO’s, to process for payment all operating budget invoices.
- Work with Business Office and FM personnel to process credit applications and W9 forms and setting up of new suppliers in Mainsaver and with A/P- Business Office.
- Use of ARGOS to verify invoice payment and generating of reports as requested.
- Verifies vendor insurances for Contractor work to be done on campus for operating budget invoices.
- Serves as a backup to the PD&C Project Coordinator with MR&R Purchase Order and Invoice processing and insurances verification.
- Assist the Program / Cost Analyst reports, special projects and assignments as needed.
- Processing and archiving employee reimbursements
- Serves as a backup in Dispatching of emergency work orders.
- Supports Assistant Director with Mainsaver upgrades, reports, special projects and assignments.
- Assist the transportation coordinator and motor pool department with vehicle rentals and inquiries.
- Performs other duties as assigned
- Conducts training and presentations to Facilities staff in Google Drive, Calendar and Email.
- Assist with radio upgrade and troubleshooting.
- Assists with troubleshooting of office equipment and related technology.
- Assist the Work Center Coordinator with incoming calls and forwards to correct division. Greets, and assists students, faculty, staff, and visitors at front counter.
QUALIFICATIONS

High school graduate or equivalent. Basic business office experience. Knowledge of maintenance, repair, construction terminology, and skills. Ability to work independently and use good judgment, prioritize and accurately handle large volumes of filing, typing, telephone. Must be customer service oriented. Ability to speak and read Spanish is desired. Some overtime might be required. Ability to lift 50 lbs, and a valid CA driver’s license.

APPLICATION INSTRUCTIONS

Additional Information:

Occidental is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristic or information, military and veteran status, or any other characteristic protected by state or federal law. Occidental is strongly committed to increasing the diversity of the campus community and the curriculum, and to fostering an inclusive, equitable, and just environment within which students, staff, administrators, and faculty thrive. Candidates who can contribute to this goal through their work are encouraged to identify their strengths and experiences in this area. Individuals advancing the College’s strategic equity and justice goals and those from groups that are underrepresented in the field are particularly encouraged to apply.

Salary is commensurate with experience and qualifications. A comprehensive benefits package is available that includes: excellent health, dental, life, and retirement benefits; tuition benefits for the employee, spouse, domestic partner, and dependents; additional extras including use of gym facilities and the College Library. For a detailed description of benefits, please visit https://www.oxy.edu/offices-services/human-resources/benefits-information.

All qualified applicants will be considered for employment, including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.

Occidental College is committed to working with and providing reasonable accommodations to applicants with qualifying disabilities. If you need a reasonable accommodation because of a disability for any part of the application or employment process, please contact Human Resources (hr@oxy.edu).

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.

Revised: September 2021