

**SUPPORT STAFF PERSONNEL QUALIFICATIONS AND DUTIES****PURCHASING CLERK****1. Position Summary**

Under the general supervision of the Accountant performs accounting functions such as purchasing, accounts payable and account reconciliations.

**2. Duties****(a) Payroll/Accounting**

- Verify invoice batches, and post to the general ledger.
- Maintain filing system of invoices, cheques and journal entries for internal audit function.
- Verify proforma listings and produce cheques.
- Maintain security of computer system by ensuring that daily back up logs and tapes are maintained and transferred off site.
- Maintain and produce a variety of reports such as monthly expenditures, encumbrances and budget reports for distribution to schools and departments.
- Invoice schools and departments for non-budget telephone charges.
- Process Manitoba Textbook Bureau invoices and prepare monthly textbooks reimbursement claims, school charge backs and make adjusting journal entries.
- Enter and/or verify utility bills, for gas, hydro, water and telephone, interoffice reimbursement memos, mileage reimbursement claims and other invoices not covered by a purchase order.
- Receive, check, account-code and process purchase requisitions from the schools and departments.

## 2. Duties

### (a) Purchasing/Accounting

- Process, send and monitor status purchase orders to suppliers. Distribute and maintain file copies.
- Prepare tenders, place advertisements, receive and deal with enquiries, collate bids received and assist in the analyzing, awarding and maintain tender purchasing system.
- Trouble shoot in-house computer application problems, and provide inservice training.
- Reconcile monthly bank accounts such as Capital and U.S. accounts and charge for appropriate exchange rates.
- Handle general complaints and enquiries regarding accounts payable.

### (b) Related Duties

- Review school books annually and complete evaluation forms.
- Issue cash receipts and prepare the bank deposits in the absence of the Payroll Clerk.
- Assist staff responsible for preparing a listing of receivables and follow up on outstanding accounts as required.
- Composes and/or type routine correspondence.
- Review and verify GST component of reimbursement claims.
- Provide switchboard relief.
- Provide custom broker with documentation for custom clearances.
- Follow up on NSF and stale dated cheques.

3. **Education**

- Grade XII.
- Business Education or Computerized Business Accountancy Certificate (1 year) at a Community College.
- Typing — 40 w.p.m.
- Use of office equipment such as, computer, calculator, photocopier and fax machine.

4. **Experience**

- 1 year computerized accounting experience plus on the job training which includes in house computer training.

5. **Physical Demands**

- Intense visual concentration; eye strain from computer, sitting for long periods of time and intense concentration.
- Confined sitting for long periods of time.

6. **Working Conditions**

- Constant deadlines and conflicting demands.
- Frequent interruptions.
- Occasional after hour attendance at educational seminars.

