

#1607719

M.A.N.T.E. STAFF JOB DESCRIPTIONS

POSITION: ASSISTANT PURCHASING CLERK

REPORTS TO: Manager, Purchasing

SUPERVISES: N/A

LOCATION: Board Office

JOB SUMMARY: Ensures purchasing and financial procedures are followed, database records are maintained. Provides accounts payable services in support of the Accounts Payable Department.

DUTIES AND RESPONSIBILITIES:

- Prepares and analyzes tender documents, purchase orders and other material requisitions. Identifies and ensures resolution of any anomalies or discrepancies;
- Tracks budgets and provides account information to appropriate personnel;
- Performs cost accounting analysis as needed;
- Assists in the auditing process;
- Verifies invoices and packing slips against purchase orders, investigates and resolves errors and discrepancies; and ensures integrity of data;
- Prepares, processes and reviews invoices and vouchers for payment and/or credits;
- Prepares and maintains all necessary systems, reports, records, and files related to purchasing and accounts payable;

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- Prepares outgoing mail and division mail;
- Data entry and filing for the payroll department;
- Performs other related duties as assigned or as required including all duties of lower classified positions and provides mentoring to junior staff (if applicable);
- May be required to act as backup to the Substitute Clerk and Reception.

QUALIFICATIONS

- High school diploma plus directly related course work;
- Excellent computer and keyboarding skills including experience using Excel spreadsheets;
- 2-3 years related experience;
- Demonstrated ability to communicate effectively with all levels of staff and the public and to handle confidential information;
- An equivalent combination of education and experience may be acceptable to the Division.

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