



JOB DESCRIPTION

Salary Grade: 4 CUPE 1328

Job Title:
Manual Purchase Orders Clerk

PRIMARY FUNCTION

The primary purpose of this job is to process payment of suppliers' invoices and maintain accurate accounts payable records.

MAIN RESPONSIBILITIES

1. Receives daily mail (e.g. invoices, purchase orders) for designated work area, sorts and processes by:
 - forwarding invoices requiring approval to appropriate department (e.g. maintenance, library)
 - utilizing computer printout of maintenance work order numbers (e.g. snow ploughing, grass cutting, garbage disposal) to log invoices as required
 - recording details of invoices requiring partial payment, when required, (e.g. construction in progress or part shipment received) on blue copy of p.o. in department files
 - preparing invoices for computer input by recording on Location Distribution sheet data such as location, account, amount, invoice number, purchase order number
 - batching (bundles of 25), for computer input, all invoices for payment, attaching receiving report, completed Location Distribution and Control sheets; utilizing calculator to total amounts and ensuring amounts balance.
2. Performs duties in processing payment of telephone and gas billings for elementary schools by:

- receiving monthly invoices
- coding invoices by location, vendor number, account number
- adding totals, balancing, and batching (bundles of 25) for computer input
attaching completed Control sheet

3. Performs other clerical duties such as:

- responding to a variety of telephone calls (i.e. from vendors requesting/demanding payment; from schools/locations indicating an item has been received but a purchase order cannot be located or in response to a memo/letter from accounting department; referring calls to appropriate accounting staff or other department/s; relaying messages to other staff members)
- updating standard vendors' name and address listing as required
- recording and reconciling service charges (e.g. leasing of computers, photocopiers) against manual purchase orders

4. Performs other duties as assigned or required.

SKILL

- Secondary School Diploma or equivalent
- 1 - 2 years related experience

EFFORT

- The complexity of the job is in accurately recording information and forwarding for computer input within required timeframe, and in investigating vendors demands for payment. Planning daily workload required to meet computer input deadline.
- Lifting files up to 20 lbs. Visual concentration and manual dexterity required when recording information, utilizing calculator and filing. (65%-90%)

RESPONSIBILITY

- Independence of action in maintaining prompt payment of invoices, utilizing discretion in prioritizing tasks
- Errors in payment/non-payment or inaccurate record keeping would lead to complaints by vendors and loss of time and money to resolve
- Contacts with department staff and other Board personnel in performance of duties. Contacts with vendors to exchange information.

WORKING CONDITIONS

- Open office concept environment.
- Noise and food odour from cafeteria.

- Pressure and stress daily from conflicts with suppliers and in meeting computer deadlines.
- Overtime required Saturdays during peak periods (December, January and February) due to volume of workload.