

PURCHASING CLERK

PURPOSE:

This position is responsible for the proper purchasing of goods and materials required by the School Division.

In addition, this position facilitates record keeping required for insurance appraisal, fixed asset and reporting purposes and, in the absence of the Shipper/Receiver, performs Shipper/Receiver duties.

This position reports directly to the Business Manager and indirectly to the Superintendent of Business Administration.

DUTIES AND RESPONSIBILITIES:

- ⇒ Ensure that all purchases are made solely for the benefit of the school division.
- ⇒ Ensure that all requests to purchase goods or services are properly authorized by an account holder and that sufficient budget exists to cover costs of the acquisition.
- ⇒ Generate purchase orders and maintain electronic purchasing records.
- ⇒ Responsible for ensuring that all purchases are appropriately coded to the appropriate budget category.
- ⇒ Place orders for goods and services in a timely manner using approved purchasing methods.
- ⇒ Provide the Shipper Receiver with all relevant material to facilitate the receipt of goods at the Education Centre and assist in the distribution thereof.
- ⇒ Refer expenditure requests that exceed budget availability to the Business Manager for authorization.
- ⇒ Maintain proper purchasing and vendor files and records.
- ⇒ Responsible for shipping and receiving duties in the absence of the Shipper Receiver.
- ⇒ Assist the Shipper Receiver in resolving supplier/client issues.
- ⇒ Assist Accounts Payable personnel in resolving purchasing/invoicing problems or conflicts.
- ⇒ Provide Accounts Payable personnel with copies of requisitions, purchase orders and invoices to facilitate payment of invoices.
- ⇒ Responsible for data entry, bar-coding/labelling of assets, accounting and report preparation with respect to Tangible Capital Assets.
- ⇒ Responsible for other data entry required for preparation of reports that may be required for internal and external use.
- ⇒ Comply with any and all applicable Board Policies, guidelines and practices, and legislation and regulatory requirements.
- ⇒ Perform other related duties as assigned.

QUALIFICATIONS:

EDUCATION, TRAINING & EXPERIENCE:

- ⇒ Typically the required knowledge, skills and abilities are obtained through successful completion of Grade XII at an educational institution that is recognized by the School Division and Ministry of Education, and
- ⇒ Completion of post secondary courses in accounting or financial management from a recognized educational institution, or
- ⇒ Related experience of at least three years in a purchasing, accounting or shipping/receiving in an organization with materials acquisition in excess of \$2,000,000.00 per year.

REQUIRED LICENCES, CERTIFICATIONS & REGISTRATIONS:

- ⇒ No licensing or certification is required for this position.

KNOWLEDGE, SKILLS & ABILITIES:

- ⇒ Ability to conduct oneself in a manner appropriate to an educational institution that provides services to children including demonstrating strict attention to confidentiality of school operations and student information.
- ⇒ Physically fit and capable of lifting heavy objects.
- ⇒ Ability to operate lifts, pallet jacks, and fork lifts.
- ⇒ Demonstrated knowledge of current technology and software associated with the duties and responsibilities of this position.
- ⇒ Ability to perform meticulous and accurate data entry and calculations.
- ⇒ Ability to work independently with minimal supervision demonstrating sound judgement and decision making skills to ensure quality of work meets expected standards.
- ⇒ Excellent interpersonal and communication skills, both verbal and written.
- ⇒ Ability to maintain accurate records and documentation.
- ⇒ Ability to establish and maintain effective working relationships with all staff, suppliers and the public demonstrating tact and diplomacy.
- ⇒ Possesses good organizational skills being skilful in prioritizing multiple demands.
- ⇒ Must be self directed, task and goal oriented.
- ⇒ Working knowledge of and ability to operate within Board policies and procedures.
- ⇒ General knowledge of purchasing methods and procedures.

ADDITIONAL INFORMATION:

- ⇒ A security background check including both a Criminal Record Check and a Vulnerable Sector check will be required
- ⇒ Must participate in applicable safety training, work-related professional development, in-service, or courses of study.

CONCLUSION:

The duties and responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the role expectations if the work is similar, related, or a logical assignment to the position.

The position description does not constitute an employment agreement between the Board of Education and the employee and is subject to change by the Board of Education as the needs of the Employer and requirements of the position change.

**SASKATCHEWAN RIVERS SCHOOL DIVISION EMBRACES THE FOLLOWING
VALUES AND BELIEFS:**

- **Everyone is a Learner**
- **Excellence for Every Learner**
- **Lifelong and Continuous Learning**
- **Health, Safety and Wellness**
- **Accountability, Honesty, Integrity and Respect**
- **A Positive, Healthy and Enjoyable Work and Learning Environment**
- **An inclusive and diverse workforce and student population**

Saskatchewan Rivers School Division Employees are expected to be exemplary role models at all times.