**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Purchasing & Finance Assistant

**Job Number:** SO-193

**NOC:** 1524

**Band:** 5

**Department:** Purchasing

**Supervisor Title:** Manager, Purchasing

**Last Reviewed:** March 30, 2010

**Job Purpose**

Under the direction of the Purchasing Manager the Purchasing Finance Clerk provides clerical, receiving, accounts payable and supplier contact point for the Purchasing and Accounts Payable Services of the University. Performs the role of general receptionist for the Finance Office and Student Financial Services Areas.

**Key Activities**

1. Organizes, prioritizes, processes and files all paperwork required in the acquisition of goods and services for the University. Activities include:
* Accepting and distributing purchase requisitions to the responsible buyer;
* Entering completed purchase requisition into the Datatel Purchasing Module;
* Printing and distributing the Purchase Order copies;
* Matching all Purchase Orders with the receipt of goods documents;
* Obtaining necessary receiving documentation if unavailable;
* Processing the receipt of goods in the Datatel Purchasing Module;
* Matching all invoice data to the purchase order data and receipt documents;
* Shares the responsibility for entering purchasing invoice data into the Datatel Accounts Payable Module with the Accounts Payable Administrator.
1. Conducts a preliminary review of invoice variances with the Supplier and/or requisitioned as required and forwards to the appropriate buyer for resolution and approval prior to release for payment.
2. Co-ordinates and processes payment for goods and services obtained using the University’s Low Value Purchase Order system (LVPO) by matching the LVPO to the supplier invoice and processing the invoice for payment.
3. Communicates effectively with staff, faculty, and student organizations to obtain receipt authorizations and requisitions as necessary and responds to staff and faculty requests for copies of Purchasing and Accounts Payable documents.
4. Responsible for establishing the receipt of all Goods and Services above $1500.00 in value and entering the receipt notification into Datatel. The University maintains no formal receipt records at the central delivery point. The Purchasing/Finance Assistant must obtain written confirmation of receipt from the individual requisitioner.
5. Responds to supplier inquiries on the payment status of invoices. Also interfaces with suppliers to obtain missing paperwork e.g. missing invoices, credits, statements and reconcile the University’s Accounts Payable with the supplier’s statement.
6. Maintains accurate supplier name and address records in Datatel. Is responsible for new entries and updates of all suppliers’ Accounts Payable addresses.
7. Acts as third backup to the Accounts Payable Administrator for cheque run processing only. Must be able to complete the multi-step process to print USF, Canadian and Student receivable cheques.
8. Acts as general reception for all visitors entering the Finance Office. Answers general questions about Student Financial Services and redirects visitors to various University Services.
9. Maintains the purchase order files, the receiving document files, and invoice to be processed files in a systematic manner that allows for easy access and effective three way matching of the transaction prior to release of invoice for payment. Reviews pending files of partially received orders, partially invoiced orders, and purchase order/ invoice problems in an effort to resolve outstanding items.
10. Maintains inventory records in the University Fixed Asset Database. Ensures all capitalized inventory is captured and recorded at year end to allow for accurate calculation of depreciation in future financial periods.
11. Performs other related duties as assigned which do not account for more than 5% of the total duties.

**Education**

College Certificate (1 year) in Business related studies with electives in Customs and Purchasing preferred.

**Experience Required**

Two years general office including one year accounts payable experience which includes computer data entry.

**Communication**

Internal:

* Faculty, to consult with them about outstanding invoices and what I need to get them paid i.e. purchase order requisition/LVPO
* Students, to show them where they have to pay their bills
* Staff, obtain information re outstanding invoicing and receiving issues

External:

* External suppliers to the University re: invoice variances and payment

**Motor/ Sensory Skills**

* Fine motor skills - Data entry requiring speed and accuracy
* Dexterity - Handwriting, folding and stapling
* Hearing - Answering telephone, questions
* Seeing - Read all invoices and paperwork that comes in and to see computer screen

**Effort**

Mental:

* Sustained concentration - Required when input/invoicing a purchase order on the computerized system, with constant interruptions of telephone and staff inquiries
* Sensory effort - Talking on the telephone and listening with other outside office noise

Physical:

* Sitting, keyboarding - Input of purchase orders and invoice input
* Carrying - Supplies, file folders
* Walking - Retrieval of mail, delivering paperwork

**Working Conditions**

Psychological:

* Dealing with angry, confrontational people - Dealing with angry or frustrated vendors regarding late payment or payment on account
* Lack of control over the pace of work - Staff/faculty goods not purchased on time or account not charged on time
* Deadlines/time pressures - Time pressures - fluctuation of workload