

POSITION DESCRIPTION

POSITION TITLE: ACCOUNTING/PURCHASING CLERK

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Reporting to the Secretary/Treasurer, the Accounting/Purchasing Clerk is responsible for the Accounts Payable /Accounts Receivable and Purchasing functions of Turtle Mountain School Division by ensuring timeliness in meeting obligation to suppliers and the procurement of necessary goods and services in an economical and efficient manner.

POSITION RESPONSIBILITIES:

1. Responsible for depositing all moneys and funds received in accordance to Division receipting policies and procedures and maintaining all supporting records;
2. Maintaining cell phone contracts as well as equipment lease agreements;
3. Responsible for Division purchases in accordance with purchasing policies and procedures, responsible for computerized accounts payable/accounts receivable modules and maintain current supporting records, prepare required month end journal entries (MasterCard), responsible for custodianship of petty cash and manage the provision of all office supplies and materials;
4. Ensure that outgoing mail be delivered to the Post Office on a daily basis prior to Post Office deadlines, in the absence of the Executive Assistant, assume the duties required of the Division Office are performed;
5. Submit GST rebate claim twice per year, submit Excise Tax claim yearly, and submit Retail Sales Tax payment yearly;
6. Booking division vehicles in for servicing upon request, registering administration staff for conferences and booking accommodations upon request;
7. Other daily duties such as answering phones, meeting public, copying, etc. as well as other duties as directed by the Secretary-Treasurer.