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## FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

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**Job Family:** Clerical

**Class Series:** Purchasing

**Grid:** 11

**Class Title:** Clerk III, Invoice

### **I. Level Definition**

Positions at this level check, code and distribute invoices.

### **II. Typical Duties**

1. Matches documents such as invoices, receiving reports, packing slips with purchase orders; maintains files of invoices, purchase orders and receiving documents; contacts appropriate sources such as stores and external suppliers by telephone and/or correspondence regarding matters such as disputed supplier accounts, missing invoices and unmatched documents; refers problems to supervisor.
2. Verifies the accuracy of invoices by checking items such as quantities, prices, extensions, discounts and totals; follows up on discrepancies by contacting sources such as stores personnel and external suppliers for information such as delivery dates and quantities; refers problems to supervisor.
3. Allocates invoices to internal accounts by assigning codes such as cost centre codes and general ledger codes.
4. Distributes invoices for approval and payment.
5. Records information such as stock disbursements, receipts and price adjustments on inventory control cards.
6. Types a variety of documents such as purchase orders and inventory lists.
7. Assists in taking count of physical inventory by counting, calling and/or recording inventory.
8. Performs other related duties as assigned.

### **III. Qualifications**

#### **(1) Education, Training and Experience**

Grade 12 and one year's recent related experience or an equivalent combination of education, training and experience.

#### **(2) Skills and Abilities**

- (i) Ability to keyboard at 45 w.p.m
- (ii) Ability to communicate effectively both verbally and in writing.
- (iii) Ability to deal with others effectively.
- (iv) Physical ability to carry out the duties of the position.
- (v) Ability to organize work.
- (vi) Ability to operate related equipment.