

JOB DESCRIPTION

BUSINESS SERVICES CLERK

DEPARTMENT: BUSINESS SERVICES	REPORTS TO: BUSINESS SERVICES MANAGER
CLASSIFICATION: CLERK VI	DIRECT REPORTS: 0

JOB SUMMARY
Initiates and processes purchase orders; maintains supplies inventory; performs cash functions; produces advanced promotional and business materials using desktop production software.

PRIMARY RESPONSIBILITIES	
Financial	Under the direction of the Business Services Manager enters Accounts Payable and Accounts Receivable data. Collects reports and cash from departments, prepares cash receipts, makes deposits, and balances accounts.
Production	Produces business and promotional documents for the library using Microsoft Office Suite and other production software.
Supplies	Maintains inventory for business and janitorial supplies. Makes purchases with approved vendors. Ensures quality of supplies, returns defective supplies. Maintains vendor contact lists. Using the contractor list, schedule and report routine library building maintenance.

EDUCATION AND TRAINING	
Minimum Required Business Management diploma or equivalent. Bilingual, English and French, an asset.	On the Job Development Continuous self-learning via webinars, training programs, etc.

JOB DESCRIPTION

BUSINESS SERVICES CLERK

EXPERIENCE REQUIREMENTS	
Over two years and up to and including four years related experience in an administrative role.	Microsoft Office Suite

SKILLS AND ABILITIES	
Exceptional attention to detail	Organized & efficient
Excellent communication skills	Able to multi-task effectively

PHYSICAL REQUIREMENTS	
Computer and keyboard use	Frequent sitting, standing, and bending
Lifting, pushing, and pulling materials	

JOB DESCRIPTION

BUSINESS SERVICES CLERK

ABIDES BY THE CORE COMPETENCIES OF THE ORGANIZATION	
1. Organizational Commitment	<i>Able and willing to align behaviours with the needs, priorities, and goals of the organization.</i>
2. Public Service Champion	<i>Provides consistent superior public service, ensures patron needs are recognized and fulfilled.</i>
3. Commitment to Learning	<i>Recognizes the importance of continuous learning to improve skill level and performance.</i>
4. Flexible /Adaptable	<i>Reacts to and adjusts positively to change. Works effectively in a variety of situations</i>
5. Community Perspective	<i>Keeps abreast of important trends that impact the library in a community context.</i>
6. Teamwork/Cooperation	<i>Achieves common objectives by maintaining collaborative relationships with coworkers.</i>

Employee Statement of Understanding

I have read and understand the job description for my position. I am able to perform all the essential functions for this position and agree to comply with all the policies and standards of conduct. As an employee, I will strive to uphold the mission, vision, and core competencies of the organization to sustain our long-term success.

Name: _____	Date: _____
Signature: _____	