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Purchasing and Accounts Officer

JOB DESCRIPTION

In accordance with the aims and principles determined by the senior management of Süleyman Demirel University, the Purchasing Officer is responsible for ensuring the procurement of necessary goods and services in accordance with laws and regulations in matters falling within the scope of the College's activities.
The accounting officer is responsible for organizing and handling correspondence related to the College's salaries, additional teaching fees, and other payments.

DUTIES AND RESPONSIBILITIES

Revenue Officer

1. To ensure that processes related to employee salaries are carried out.

2. To process the payroll for newly hired and departing personnel.

3. Preparing domestic and international travel expense reports.

4. To handle travel and daily allowance payment processes for domestic and international assignments.

5. To handle the procedures related to the payment of academic jury membership fees.

6. Preparing payment order documents for expenses to be incurred at the college.

7. Maintaining the necessary records related to expenses.

8. To conduct market research with other purchasing officers regarding materials to be purchased, prepare correspondence, and inform the commission chairman.

9. To ensure that all payments are made on time and in accordance with laws and regulations.

10. Review the payment documents and be careful to avoid erroneous payments.

11. To procure the necessary printing materials for the office.

12. Sending payment-related documents such as floppy disks, CDs, and lists to the relevant bank.

13. To prevent erroneous payments to personnel who have left their posts, started new posts, are on leave, sick leave, or on temporary assignments, by monitoring them.

14. Regarding supplementary lesson payments, monitoring the documents that departments or teaching staff are required to submit, warning those who fail to submit them, and reporting those who cause delays in payment to their superiors.

15. Preparing the Social Security Institution (SGK) entry and exit declarations for salaried personnel and processing monthly SGK premium payments.

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16. To ensure continuous backup and storage of accrual-related information.

17. To carry out archiving work related to payments.

18. To comply with the decisions made as a result of the audits conducted by the Court of Accounts each year, and to carry out payments in accordance with these decisions.

19. To prevent information and documents from being given to unauthorized persons without the knowledge of superiors.

20. To support budget studies,

21. To continuously update personnel information and transmit it to the Social Security Institution.

22. To comply with the college's ethical guidelines and support internal control activities.

23. To use the assets and resources of the higher education institution efficiently and economically.

24. Avoid extravagance, respect privacy,

25. To adhere to working hours and dress code regulations.

26. Being aware of and acting upon the fact that they have sensitive and risky responsibilities.

27. To perform other duties assigned by the College Secretary.

Purchasing Officer

1. To conduct market research with other purchasing officers regarding the materials to be purchased, prepare correspondence, and submit it to the commission.

2. To prepare internal and external correspondence regarding the activities carried out in the unit and submit them to the College Secretary for approval.

3. To prepare various documents and paperwork related to the unit in accordance with the instructions of the College Secretary.

4. To file and archive all documents related to the unit according to standard file procedures.

5. To communicate with internal or external individuals on matters related to their duties, as instructed by the College Secretary.

6. To regularly inform the College Secretary about the activities undertaken.

7. To communicate requests and problems related to the activities they are carrying out to the College Secretary.

8. To communicate the material and equipment needs related to the activities to the College Secretary.

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9. In accordance with the Public Procurement Law, to prepare the necessary documents for the purchase of all kinds of goods and services from the categories of Consumption-Oriented Goods and Materials Procurement, Service Procurement, Representation, Hospitality and Promotion Expenses, Repair Expenses and Real Estate Maintenance and Repair Expenses, and for the maintenance and repair of existing buildings, vehicles, equipment, construction machinery, vehicles, devices, machinery and apparatus.

10. Preparing documents related to the purchase of tools, equipment, machinery, and machinery in accordance with requests from administrative units.

11. Preparing the documents related to the procurement of materials to be obtained from the State Supply Office.

12. In accordance with Article 62(ÿ) of Law No. 4737, to register and approve the procurements made based on Articles 21 and 22 in the relevant section of the Public Procurement Authority's website.

13. To prepare the annual budget proposal of the Strategy Development Department in accordance with the Budget Preparation Guide and submit it to the Department Head through the College Secretary.

14. To comply with the college's ethical guidelines and support internal control activities.

15. To use the assets and resources of the higher education institution efficiently and economically.

16. Avoid extravagance, respect privacy,

17. To adhere to working hours and dress code regulations.

18. Being aware of and acting upon the fact that they have sensitive and risky responsibilities.

19. To perform other duties assigned by the College Secretary.

POWERS

- Having the authority to perform the duties and responsibilities mentioned above.
- Being able to use the necessary tools and equipment to carry out the activities.

HIS CLOSEST EXECUTIVE

College Secretary

QUALIFICATIONS REQUIRED FOR THIS JOB

Possessing the general qualifications specified in the Civil Servants Law No. 1657;

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2. Having the level of work experience required for the position,

3. Possessing the necessary decision-making and problem-solving skills to perform their activities in the best possible way.

RESPONSIBILITY

While the purchasing and accounting officers perform all of the above-mentioned duties in accordance with the laws and regulations, the College Director, the College Director
He is accountable to his assistants and the College Secretary.

Sources:

1. Civil Servants Law No. 657