



**ST. CLAIR CATHOLIC**  
DISTRICT SCHOOL BOARD

Lighting the Way ~ Rejoicing in Our Journey

**Position:** Procurement Officer

**Union/Association:** Administrative Services Group (ASG)

**Posting #:** NT-2017-130

**Date Posted:** September 7, 2017

**Closing Date:** September 15, 2017

**Employment Status:** Permanent, Full-Time

**Work Hours/Schedule:** 35 hours per week

**Location:** Facility Services Office, Bright's Grove and Catholic Education Centre, Wallaceburg

**Annual Salary Band Range:** \$55,088 - \$66,565

**Start Date:** Immediate

**Application:** Send resume quoting posting number NT-2017-130 in cover letter. Send by email to [apply@st-clair.net](mailto:apply@st-clair.net)

### Responsibilities

Reporting to the Procurement Specialist, the Procurement Officer will:

- Assist with all facets of procurement administration;
- Prepare, coordinate, manage and process quotes, tenders, addenda, CCDC contracts, purchase orders and requisitions;
- Developing relationships with internal clients and analyzing their needs to determine the appropriate procurement method;
- Liaise with external vendors and suppliers as required;
- Assist in the enforcement of contractual responsibilities with consultants, contractors, vendors and suppliers;
- Preparing reports, sourcing, shipping/receiving and expediting various commodity needs;
- Prepare and maintain purchasing records, reports and price lists;
- Comply with and maintain knowledge of applicable rules, legislation, regulations, standards, and best practices;
- Review and analyze documentation (e.g. invoices, purchases, receipts, etc.) while ensuring proper allocations;
- Review Facility Services general ledger budget and assist with budget projections for capital projects;
- Responsible for year-end final capital entries and accruals;
- Assist in year-end audit and the preparation of the annual Facility Services operating budget;
- Complete all Facility Services journal entries (capital and operating);
- Respond to internal and external inquiries related to Facility Services invoices;
- Ensure compliance with Board policy with respect to financial matters;
- Perform other related duties as assigned.

### Qualifications and Skills

The successful candidate shall possess the following qualifications, skills and abilities:

- Post-Secondary degree or diploma in Business, Accounting, Economics and/or related discipline, or equivalent;
- Certificate in Purchasing or working towards certification from a Professional Purchasing Program (OPBA, NIGP, SCMA) considered an asset;
- Three years of related experience in a public sector environment considered an asset;
- Solid understanding of general accounting principles and standards;
- Demonstrated ability to work independently while handling a variety of tasks with multiple priorities and strict deadlines;
- Proven ability to think strategically and analytically;
- Solid organizational, time management and problem solving abilities;
- Proven interpersonal skills exhibiting diplomacy, constructive team based skills and abilities;
- Proficiency in computer software programs for accounting packages, MS Word and Excel required;
- Possess a valid driver's license and reliable vehicle as travel is required.

### Accommodation

The St. Clair Catholic District School Board is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environment. We will accommodate the needs of the applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process; see Accessibility Standards for Customer Service Policy (<http://www.st-clair.net/policies.aspx>). Please advise the Human Resource Services Department to ensure your accessibility needs are accommodated throughout this process. Information received relating to accommodation measures will be addressed confidentially.

*We thank all applicants for their interest; however, only those selected for an interview will be contacted. The successful candidate will be required to provide a satisfactory Criminal Background Check as a condition of employment.*

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John Van Heck  
Chair of the Board

Dan Parr  
Director of Education

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