

	<p style="text-align: center;">ERCIYES UNIVERSITY</p> <p style="text-align: center;">FACULTY OF VETERINARY MEDICINE</p> <p style="text-align: center;">JOB DEFINITIONS</p>	DOCUMENT NO:	Vet_Fr.01-15
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Unit:	Dean of the Faculty of Veterinary Medicine		
Task Name:	Accrual Officer (Dean's Office)		
Chief:	Faculty Secretary		
Unit Affiliated	Faculty Secretary		
<p>BRIEF DESCRIPTION OF THE TASK:</p> <p>To prepare the documents regarding the faculty's salaries, travel allowances, additional lessons, purchases, revolving funds and other expenses and to conduct correspondence regarding financial affairs.</p>			
<p>DUTIES AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> - Knows the legislation related to his/her field of duty, follows the changes and keeps his/her knowledge up to date - Performs and follows up the works related to paying the salaries, additional lessons and overtime wages of academic and administrative staff, - Enters data on retirement deductions and SSI related declarations from KBS system to the internet environment in accordance with Strategy Development Department, - Prepares the necessary transactions for domestic and international temporary duty travel allowances and permanent duty travel allowances of academic and administrative staff and arranges payment orders, - Prepares and finalizes the resignation and severance document of academic and administrative staff, - To make and follow correspondence regarding accruals, - To report requests for revised, transferred or additional budgets to the Strategy Development Department when necessary to follow the budget and to act accordingly, - To make and follow summer school course fees, - To follow up all incoming and outgoing documents regarding all decisions taken and taken by the Faculty Board and the Faculty Board of Directors concerning the accrual unit, - To ensure that expenses comply with laws, statutes, decrees and regulations, - To check whether there is sufficient funds in cases where payment is required, 			

- To act in accordance with the principles of promptness, confidentiality and accuracy during workİş güvenliĐi ile ilgili uyarı ve talimatlara uymak
- Responsible to the Faculty Secretary in fulfilling the above-mentioned duties
- Performing other duties assigned by the Dean, Vice Deans and the Faculty Secretary.

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