

T. C.
KİLİS 7 ARALIK UNIVERSITY
FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES
TASK DESCRIPTION FORM

Duty	Fiduciary
A	RESPONSIBILITIES
01	To prepare staff salaries
02	Additional course, Overtime, Final wages
03	Runners
04	To make direct procurement and single source purchases.
05	To make movable goods transactions of the faculty.
06	Electricity, water, telephone payments
07	To issue declarations of entry and departure
08	Making SSI premium payments
09	To fulfil similar duties assigned by supervisors. the superiors.