

<b>JOB TITLE</b>	Accounts Payable Clerk
<b>DEPARTMENT</b>	Secretary-Treasurer
<b>LOCATION</b>	Division office
<b>REPORTS TO</b>	Assistant Secretary-Treasurer
<b>STAFF SUPERVISED</b>	n/a
<b>PROBATIONARY PERIOD</b>	Three months

### POSITION SUMMARY

Reporting to the Assistant Secretary-Treasurer, the incumbent is primarily responsible for preparing and processing accounts payable. The Accounts Payable Clerk will be involved in assignments of limited complexity related to processing and completing assignments such as monthly operating, annual audit and finance statements. The incumbent invoices the performance of work of some variety and moderate complexity.

### QUALIFICATIONS

#### Education

- Grade 12

#### Experience

- One year accounts payable experience.

#### Knowledge, Skills and Abilities

- Knowledge of Division policies, contracts, agreements and procedures pertaining to accounts payable.
- Knowledge of basic accounting skills.
- Proficiency in a variety of computer applications in a network environment requiring the use of word processing functions, spreadsheets, presentation software and database applications.
- Excellent verbal and written communication skills.
- Ability to use initiative and judgment in determining work priorities while working under cyclical deadlines.
- Ability to work independently as well as part of a team.

### DUTIES AND RESPONSIBILITIES

- Matches invoices with purchase orders and confirms prices, code invoices, contracts and claim forms into batches.
- Contacts area offices for approval, coding of invoices and receipt of goods.
- Follows up with relevant party when discrepancies exist.

- Pays invoices as they become due (usually 30 days from date).
- Runs cheque/e-payments on an established schedule or when required.
- Distributes cheques on a timely basis.
- Reconciles suppliers' statements on a timely basis.
- Develops vendor files for electronic payment.
- Files paid cheque copies, invoices, contracts and claim forms on a timely basis.
- Generates T-4A from information on invoices, contracts and claim forms throughout the year.
- Updates assigned account reconciliations as assigned.
- Formulates, in conjunction with Transportation, monthly bus driver payments and transmissions.

Performs other duties as assigned.

## **CONTACTS**

Division, Area and School personnel  
Vendors  
Provincial and Federal Regulatory agencies

## **WORKING CONDITIONS**

General office conditions.  
This is a 12 month per year position.

## **PHYSICAL AND VISUAL REQUIREMENTS**

Ability to lift up to 10 kilogram boxes.  
Visual concentration and repetitive keyboarding tasks approximately 65% of the time.

## **EQUIPMENT USED**

General office equipment.  
Personal Computer and variety of software packages.  
Accounting software