



JOB DESCRIPTION

Dept.: Finance

Working Title: Accounts Payable Clerk (416)

Date: July 2001

Job Class: 6

PRIMARY FUNCTION:

To ensure documentation submitted to the Finance database complies with established accounting principles and University policies and procedures.

JOB DUTIES AND TASKS:

1. Determines whether documentation submitted for payment complies with established accounting principles and University policies:
 - a. Review documentation and transactions for completeness, accuracy and compliance, making adjustments/corrections where necessary.
 - b. Review and verify documentation and transactions for completeness and accuracy, including assigning fund/organization and account codes as required, calculating taxes and tax rebates.
 - c. Ensures document requests are coded consistently with authorizations and within accounting principles and University policies, procedures and practices.
 - d. Determine and obtain contract information to ensure processing requirements are met.
 - e. Communicate with individuals (internal and external) when documentation submitted is incomplete or does not adhere to established accounting principles or University procedures.
 - f. Provide advice, guidance and training to University employees on expense claim regulations.
 - g. Examine output reports for accuracy and completeness.
2. Process documentation and produces cheques:
 - a. Ensures documentation without purchase orders are coded consistently and adhere to University policies and accounting practices.
 - b. Reconcile liability/expense accounts monthly and prepare year-end working papers.
 - c. Initiate cheque process, balance reports, make adjustments as required and print cheques.
 - d. Arrange for distribution of cheques as required.
3. Ensures compliance exists within the accounts payable unit with established accounting principles, practices and standards:
 - a. Review audit reports for exceptions and variances from expected standards.
 - b. Communicate with and provide information/reports to the University employees.
4. Other related duties:
 - a. Provide suggestions for change and assist with implementation of office procedures to improve overall operation of the accounts payable unit.
 - b. Provide guidance and direction to other accounts payable staff.
 - c. Provide instruction to new employees on the finance database and University procedures.
 - d. Contributes to and promotes a safe, respectful, and inclusive work environment by adhering to University policies and procedures and completing mandatory training programs.

SUPERVISION RECEIVED:

Reports to Senior Accounts Payable.

SUPERVISION/DIRECTION EXERCISED:

Provide guidance and direction to other work unit staff.

PHYSICAL ASSETS/INFORMATION MANAGEMENT:

Maintain and secure accounts payable files and documentation; maintain security of cheques and other confidential documentation. Operate office equipment, including folder/inserters.

FINANCIAL RESOURCES:

Process documentation for payment. Initiate and complete the payment process.

The above statement reflects the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

EMPLOYER REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Good working knowledge of English (written and verbal).
2. Completion of the first year of an accounting/business program supplemented with approximately three years related experience or equivalent combination of education and experience.
3. Demonstrated working knowledge of integrated finance accounting systems.
4. Demonstrated knowledge of common PC applications software such as spreadsheet, database and word processing.
5. Proven ability to communicate courteously and effectively in person, in writing and over the telephone with a diverse range of individuals.
6. Demonstrated ability to recognize, analyze and resolve problems.
7. Demonstrated ability to compose routine and non-routine correspondence and reports.
8. Demonstrated ability to work independently, establish priorities and meet deadlines.