



JOB DESCRIPTION
Accounts Payable Clerk – Finance Division
Corporate Services Department
Position: FINAP
Incumbent:
January, 2019

POSITION SUMMARY:

Under the direct supervision of the Finance Manager, the Accounts Payable Clerk is responsible for the accounting functions related to the payment of all invoices and expense claims received by the Town. In addition, the Account Payable Clerk will be a member of the Customer Service team within the Finance Department and assist with customer inquiries as well as payment collections.

REPORTING RELATIONSHIPS:

Reports To: Finance Manager

KEY WORKING RELATIONSHIPS:

Internal: Department Personnel
Other Town Departments

External: Vendors
Any other outside Departments as required

- Citizens
- Visitors

RESPONSIBILITIES/ACCOUNTABILITIES:

- Receive and process vendor invoices, expense claims and credit card transactions;
- Reviews vendor invoices and expense claims for accurate balances and required information. i.e. HST numbers, address, proper name etc.;
- Ensures all invoices and claims have the proper internal approvals prior to processing for payment;
- Ensures invoices and expenses claims are entered into the accounting software system accurately, have proper HST coding and are entered with relevant descriptions;
- Provide Finance Manager with batch information to review and approve prior to batch posting;
- Receive approved accounts payable trial balance from Finance Manager prior to selecting invoices and claims for payment;
- Process payment for invoices and expense claims and disburse payments accordingly;

- Accurately maintain Cheque Continuity log book; update after each payment cycle;
- Import monthly credit card payments, ensuring proper approvals and relevant descriptions are entered per transaction;
- Verify vendor accounts by reconciling monthly statements and related transactions;
- Create accounts payable files annually and maintain accurate filing records for retrieval;
- Ensure accounts payable sub ledger reconciles to accounts payable GL following each payments cycle and provide backup to the Finance Manager;
- Protect the organization's values by keeping information confidential;
- Update job knowledge by participating in educational opportunities;
- Service customers at the main counter by responding to inquires in a courteous manner, answer and redirect incoming telephone calls and/or record messages accordingly;
- Provide general information to the public and outside agencies, as required;
- Maintain close working relationships with members within the department to ensure continual exchange of information with on-going activities;
- Review established policies and procedures and make recommendations for changes and improvements, as necessary, ask questions and receive clarity if ever unsure of a process or procedure;
- Other assigned responsibilities within the scope of the position.

QUALIFICATIONS

Education and Experience

- Completion of high school or equivalent;
- Post-secondary education related to accounting training and knowledge;
- Minimum of two (2) years' work related experience;
- Other acceptable combination of education and work experience will be considered;
- Strong knowledge of accounts payable functions;
- Minimum of intermediate Microsoft Excel knowledge and overall knowledge of Microsoft Office; knowledge of Microsoft Dynamics GP is an asset.

Competencies

- High level of attention to detail is a must;
- Excellent interpersonal, organizational and communication skills;
- Possess problem solving ability; be self-directing; demonstrate the ability to work to meet deadlines; and have the ability to multi-task.

WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:

- Office environment.

SPECIAL REQUIREMENTS:

- Required to maintain confidentiality;
- Criminal Record Check.

AUTHORIZING SIGNATURES

Director of Corporate Services:

(Signature)

(Date)

Finance Manager:

(Signature)

(Date)

Incumbent:

(Signature)

(Date)