

ACCOUNTS PAYABLE CLERK

CUPE 2357 – Level 3

CORE FUNCTION:

Under the direction of the Accountant, the Accounts Payable Clerk processes invoices for payment of goods, services and utilities; monitors payments and responds to inquiries; performs general clerical functions; may perform incumbent specific duties; and performs other duties, as assigned by the supervisor.

MAIN DUTIES:

Processes invoices for payment of goods, services and utilities:

- processes invoices
- maintains pending purchase order/contract/utility files
- matches invoices with purchase orders, verifies details and follows-up, as required
- assigns budget numbers
- inputs batch data
- verifies colleague's batch balance reports
- maintains filing system for batches and completed purchase order copies
- prepares journal vouchers
- distributes cheques from runs
- processes incoming mail

Monitors payments and responds to inquiries:

- responds to inquiries or directs to the appropriate person
- verifies petty cash replenishments, GST rebates, travel expense claims, cash advances, credit card and courier charges, etc.
- reconciles outstanding invoices to suppliers' monthly statements and follows-up, as required on delayed payments and billings

Incumbent specific duties:

- performs general accounting and secretarial support duties, if necessary to balance the workload
- maintains files in accordance with Records Management System

SUPERVISION OF STAFF:

There is no supervisory responsibility.

QUALIFICATIONS:

- Secondary school graduation
- 1 year of Community college in a related field
- 2 years of related experience
- Accurate keyboarding skills (60 w.p.m.)
- Proficiency in spreadsheets and MS Word
- Effective telephone manner and interpersonal skills
- Good time management skills and initiative

Individuals who possess an equivalent combination of education and experience may also be considered.