



Job Title	Accounts Payable Clerk
Department	Finance
Location	Terrace – School Board Office
Reports to	Secretary Treasurer or Designate

Type of position:	Maximum Hours: 35 / week
<input checked="" type="checkbox"/> Full-time	<input checked="" type="checkbox"/> Unionized (CUPE)
<input checked="" type="checkbox"/> Part-time	<input type="checkbox"/> Exempt
<input type="checkbox"/> Temporary or Casual	

GENERAL DESCRIPTION

Reporting to the Secretary Treasurer or designate, the Accounts Payable Clerk is responsible for the processing and maintenance of current records for all invoices including purchase order and non-purchase order items (e.g. utilities, freight, travel/expense claims, etc.); and works as a member of a team to ensure the timely resolution of general district requirements, in accordance with applicable acts, regulations, policies and procedures.

TYPICAL DUTIES

- receives copies of all purchase orders; matches with receiving report, packing slip (if available) and invoices
- receives and reviews travel/ expense claims; obtains outstanding materials (e.g. credit card slips); confirms adherence to travel regulations and payment authorizations; identifies errors or anomalies and consults/ resolves with applicable supervisor
- receives and reviews other non-purchase order invoices (e.g. freight, utilities); confirms all relevant backup material; checks authorization and coding
- verifies price, quantity, extensions, HST, applicable discounts applied, payment authorizations, vendor information (e.g. address); assigns vendor number
- liaises with schools and vendors to update information, clarify or resolve invoice and/or supplier statement problems (e.g. price discrepancy, credits on returned items, double payments, outdated invoices or purchase orders); answer account inquiries
- inputs invoice data; prepares manual tape; verifies accuracy; prints computerized cheques; submits voucher package for approval; obtains authorization to release cheques

- keys cleared cheques monthly
- establishes and maintains computerized accounts payable vendor master file
- operates standard office equipment including computer (word processing, data entry, system backup), adding machine, calculator, telephone, photocopier, facsimile
- transports and distributes mail as required
- performs other comparable duties as assigned which are within the area of knowledge and skills
- required by the job description

ACADEMIC QUALIFICATIONS

- completion of grade 12 or equivalent including courses in personal computers (word processing, spreadsheets) including Accounting 11 and 12
- over 1 and up to 2 years previous computerized accounts payable systems plus on-the-job experience.

Prepared and Approved by: The Joint Job Evaluation Committee

REVIEWED BY	<i>Title</i>
APPROVED BY	<i>Title</i>