



Coast Mountains Board of Education School District 82

3211 Kenney Street, Terrace, BC V8G 3E9
Tel. (250) 635-4931 or 1-855-635-4931 • www.cmsd.bc.ca

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

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| Type of position: | Maximum Hours: 35 / week |
| <input checked="" type="checkbox"/> Full-time | <input checked="" type="checkbox"/> Unionized |
| <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 applicable) and invoices
- Receives and review travel/expense claims; obtains outstanding materials (e.g. credit card slips); confirms adherence to travel regulations and payment authorizations; identifies errors and 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resolve invoice and/or supplier statement problems (e.g. price discrepancy, credits on returned items, double payments, outdated invoices or purchase orders); answer account inquiries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 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, email, system backups), adding machine, calculator, telephone, photocopier
- Transports and delivers mail as required
- Performs other comparable duties as assigned which are within the area of knowledge and skills
- Required by the job description

ACADEMIC/Work Experience QUALIFICATIONS

- Education: Completion of Grade 12 or equivalent including basic courses in personal computers (word processing, databases, spreadsheets) including Accounting 11 and 12
- Experience: Over 1 and up to 2 years previous accounting experience in a computerized accounting system plus on-the-job experience.

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| Reviewed by | Title |
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| Approved by | Title |