

## POSITION DESCRIPTION

**Position Title:** Accounts Payable Administrator

**Division:** Finance

**Classification:** Accounting Clerk 1

**Supervisor's Title:** Manager, Finance and Budgets

**Staff Year No.:**

### POSITION SUMMARY

Reporting to the Manager, Finance and Budgets, the incumbent is responsible for processing accounts payable items which may include; staff expenditures, vendors for procured goods and services, accountable advances, MTS invoices and recording and/or uploading various sub systems into the General Ledger monthly.

This would include vouchering invoices, selecting payment, generating EFT or cheque payment to vendors, vendor record maintenance, and filing.

### RESPONSIBILITIES AND ACCOUNTABILITIES

#### Primary:

Responsible for processing employee/vendors claims

- Verify and vouches from expense claims
- Verify and vouches from PO's (Match to purchase order, receiving, taxes, payment arrangements, g/l coding)
- Vouches from suppliers without PO's (Obtain approval for payment of non-purchase order items ie. utilities, courier, customs, leases, contracts, etc.)
- Vouches from Purchasing Agent credit card
- Ensures that all expenditures are within college policy and supported by appropriate receipts.
- Extracts GST and other taxes from claim amounts for proper compliance with tax rules.
- Creates vouchers to pay claims on colleague.
- Set up of vendor master records on colleague ie. pay name and addresses including maintenance of EFT banking information on employee and vendor files
- Issues EFT and cheque payments on a bi-weekly basis
- Keep records of documents received from Department of Finance for vendor payment arrangements

Responsible for processing accountable advances and emergency student loans

Verification and preparation of various subsystem entries/text file imports into the General Ledger monthly, including maintaining tracking spreadsheets

- Fleet Vehicle mileage
- Print and photocopier charge backs
- Print Shop requisitions
- General Stores supplies
- Postage charge backs

Responsible for all MTS payments and vouchering

- Voucher MTS bills, which are paid through automatic bank payment, in Colleague.
- Voucher MTS bills that are paid by cheque.

**Secondary:**

- Verify and authorize requests for GL account activations
- Responsible for reviewing and investigating file maintenance of stale dated cheques
- Processing incoming mail and redistribute as necessary
- Providing backup for Petty Cash
- Assists department in various accounting projects when required
- Responsible for filing and/or archiving records.
- Testing of patches and enhancements/developments to the Colleague system as they relate to regular duties

**KEY RELATIONSHIPS (attach relevant organizational chart(s))**

Staff Positions Directly Supervised                      0  
Staff Positions Indirectly Supervised                      0

**Other Key Relationships:**

This position has a key relationship with internal staff and external vendors of the college. It also requires contact with deans, managers and other staff in a way that supports their goals and objectives in enhancing student success.

**KNOWLEDGE, SKILLS, ABILITIES, OTHER**

- Completion of a post-secondary accounting diploma
- Current experience in a computerized accounts payable
- Knowledge in the application of generally accepted accounting principles and/or tax assessment requirements
- Ability to work under pressure and multitask with deadlines
- Demonstrated skills in Excel, Word and computerized accounting programs.
- Ability to relate effectively with limited supervision with staff, co-workers and students
- Excellent communication and interpersonal skills
- Demonstrated organizational skills
- Demonstrated attention to detail and problem solving skills
- Ability to explore, develop , test and use new functions within Colleague, which are related to relevant responsibilities

**OTHER COMMENTS**

- Maintains knowledge of new developments throughout the organization
- Participates in self-improvement opportunities and takes responsibility for own professional growth
- Attends meetings, workshops required to perform duties of the position

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date