



POSITION DESCRIPTION

Position Title: **Accounts Payable Administrator**

Division: **Finance**

Classification: **Accounting Clerk 1**

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

Position 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

RESPONSIBILITIES AND ACCOUNTABILITIES

Responsible for all MTS payments and voucherizing

- 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