

## **Accounts Payable Specialist**

### **Corporate Services - Procurement**

#### **Competition #32**

Please apply with a cover letter and resume online at: <https://jobbank.brandon.ca/>

**Position Conditions:** This is a full-time, permanent position of 36.25 hours per week. It will be offered in accordance with conditions identified in the Collective Agreement between the City of Brandon and CUPE Local 69. First consideration will be given to current City of Brandon CUPE employees. The City of Brandon reserves the right to underfill this position.

**NOTE:** Successful applicants must pass a Police Criminal Record Check.

**Rate of Pay:** \$38.02 – \$39.94 per hour - 2023 rates.

**Closing Date:** 11:59pm, January 6, 2025.

This competition will include testing and an interview.

#### **PURPOSE OF POSITION**

The Accounts Payable Specialist is responsible for providing leadership and specialized knowledge corporately to staff involved in the accounts payable process and credit card program. The Specialist promotes improvements through standardization, strategies, and best practices. This position supervises accounts payable staff within Procurement Services and provides guidance and coaching corporately.

#### **TYPICAL DUTIES AND RESPONSIBILITIES**

- Responsible for service delivery of accounts payable function including review and approval of AP batches, trial balance and payment registers.
- Coordinates the City's credit card program including review of credit card applications, issuance of cards, resolving issues with card provider, ensuring compliance with applicable policies, and timely processing of statements.
- Responsible for providing financial approval for purchase orders.
- Reviews the work of others to maintain quality, validate and provide financial approval.
- Responsible for training and ongoing support for direct reports and corporately as well as onboarding employees involved in accounts payable & credit cards
- Develops and implements standardization accounts payable entry.
- Ensures compliance with current Federal & Provincial legislation, City policies, collective agreements and standard accounting practices.
- Monitors capital and operating budget requirements as per the annual financial plan;
- Contributes to month end activities.
- Responsible for maintenance of the City's hydro and natural gas accounts
- Promotes continuous improvement and best practices and provides recommendations for process improvements and areas of opportunity.
- Assist departments with employing proper accounts payable processes and communication of relevant policies.
- Manages all customer enquiries made by phone, in person or in writing, in a courteous and expedient manner and acts as a resource person for accounts payable and credit card related enquiries.

- Remains conversant regarding new technology, government regulations & legislation, policies and procedures and best practices related to accounts payable.
- Performs functions of other clerical positions within the department as required.

**NOTE:** This description is not intended to limit the assignment of work or be construed as a complete list of the many duties to be performed by the incumbent.

### **MANDATORY QUALIFICATIONS & EXPERIENCE**

- Grade 12, G.E.D., C.A.E.C., or Mature High School Diploma.
- Post-secondary certification in a relevant field (must include accounting)
- Advanced/specialized post-secondary certification in a relevant field
- Minimum three (3) years' continuous direct experience in a corporate office environment.
- Leadership or supervisory experience.
- Hold and maintain a valid Manitoba Class 5 driver's license.
- An equivalent combination of experience and education may be considered.

### **PREFERRED QUALIFICATIONS & EXPERIENCE**

- Microsoft Great Plains experience is an asset.
- ERP systems experience is an asset.
- Experience working with collective agreements, corporate policies and relevant legislation is an asset.
- Proficiency in Word and Excel (intermediate to advanced) is an asset.
- Municipal experience and knowledge of relevant Provincial and Federal legislation is an asset.

### **WORK CONDITIONS**

The Accounts Payable Specialist works independently and in a team environment.

- Work in a shared and consultative manner with other employees (daily);
- Wide variety of tasks requiring ability to manage multiple unrelated projects, and make independent decisions (daily);
- Self-motivated, and quality driven, to perform independent projects (daily);
- Work is normally subject to periodic checks by a member of the Finance Management Team who are available for advice on difficult or unusual problems, as well as through internal controls, audit and review of reports (occasionally);
- Reports to the Director of Procurement.

Please contact [HR@brandon.ca](mailto:HR@brandon.ca) for a complete job description.

*The City of Brandon is committed to an inclusive, barrier free environment and will accommodate the needs of applicants under the Accessibility for Manitobans Act (AMA) throughout all stages of the recruitment and selection process. We thank all applicants for their interest; only those advancing in the competition will be contacted. If contacted to participate in the process, please advise if you require an accommodation. If you are interested in finding out more about the City of Brandon job opportunities as soon as they are posted, please follow us on Facebook or X!*