

## Job Information

Job title	<b>Accounts Payable Clerk</b>	Job Code: ACPAY2	Pay Grade: G
Title of immediate supervisor	Manager of Accounting and Audits		
Department/Division	Finance / Accounting & Audits		
Prepared by	K Coates		
Date Created	August 2015	Revised date	June 2018

## Job Purpose

Performs the day to day processing of accounts payable transactions to ensure that vendors are paid in a timely and accurate manner. Performs work in a computerized system.

## Duties and Responsibilities

- Processes various invoices electronically for payment.
- Maintains all aspects of accounts payable processing and controls including account coding, authorization, pricing, discrepancies and corrections.
- Generates payments to vendors and maintains controls over cheque stock and payment registers.
- Maintains, reviews, and corrects accounts payable sub-ledger and reports for accuracy.
- Performs and assists in various year-end accounts payable related processes and procedures.
- Reconciles various accounts payable related amounts and accounts including material contract and holdbacks.
- Opens and sorts daily incoming mail and distributes to Accounts Payable and other Finance staff.
- Maintains filing system for all accounts payable related documentation.
- Performs other related duties as required.

## Qualifications

- Grade 12 or equivalent.
- Post-Secondary courses in accounting and office procedures.
- Two years of experience in performing varied office and clerical work including financial transactions, word processing, and data entry.
- Requires courses and/or experience with computers and computer based applications including word processing and spread sheet applications.
- An equivalent combination of education and experience may be considered.

## Physical Requirements

No physical activity required.

## Working Conditions

Works in an office environment.