# Position/Title: Accounts Clerk V Dept./School: Financial Services



**Pay Grade**: 5

**Reports to:** Assistant Director, Financial Services **Date:**  August 23, 2016

**Incumbent:**  Vacant **Supervisor:**  Angela Komick

**Function and Purpose of Position**

This position is responsible for supporting schools and departments through the processing of accounts payable to ensure timely and accurate disbursement of Division funds.

The primary responsibilities of this position include the entry of vendor invoices, employee reimbursements, utility bills and other accounts payable transactions, reconciliation of vendor statements and investigation of account discrepancies. This position also supports other areas of the Financial Services department with maintaining a current signing authority file, assisting with the weekly cheque run, preparing bank deposits and daily mail distribution and monitoring the central Financial Services department email account.

**Activity A: Process Accounts Payable 45%**

Receive invoices through external mail or internal courier from schools and departments.

Interpret the Signing Authority Matrix and compare signatures on invoice to current signature file to ensure an authorized signing authority has approved invoices for payment.

Send invoices out for authorized signature, if necessary.

Match invoices to purchase orders and investigate discrepancies, as needed.

Verify general ledger coding for each invoice, review amounts and check extensions.

Request new vendors and vendor name/address changes, if required.

Process file uploads for bus driver and caretaker contracts, photocopiers, etc.

Enter invoices into the Cayenta financial system.

Process vendor invoices paid via direct deposit or automatic withdrawal, and process accordingly.

Flag invoices requiring “special handling” (e.g. enclosures to be sent with cheque) on weekly cheque run.

Identify invoices above the capital asset threshold and provide copies of invoices to Accountant II.

Mail weekly accounts payable cheques with any required attachments.

File all processed invoices alphabetically in a central file location.

Activity B: Process Employee Expense Reimbursements 30%

Review employee reimbursement requests for items such as GST calculated correctly, supporting original backup attached, sufficient detail for mileage claims included, unallowable expenses, authorized signature, etc.

Request new vendors and vendor name/address changes, as required.

Enter employee reimbursements into the Cayenta financial system.

Process weekly file to prepare email notifications of direct deposit.

File all processed employee reimbursement requests alphabetically in a central file location.

**Activity C: Data Integrity Verification 10%**

Review vendor statements for overdue invoices, account discrepancies and outstanding credits.

Investigate outstanding items by communicating with schools and departments.

Depending on results of investigation, dispute bills, request copies of invoices for processing, or make necessary adjustments to reconcile vendor statement to accounts payable sub-ledger.

**Activity D: Other Duties 15%**

Ensure month-end and year-end processing deadlines are met.

Pull invoices and back-up, as requested by Financial Services staff, schools or departments and external auditors.

Prepare semi-monthly bank deposit for entry by Accounting Assistant.

Review and distribute the daily mail, including sorting invoices and verifying authorization signatures

Monitor emails received through the central Financial Services department account and distribute accordingly.

**EDUCATION AND EXPERIENCE**

1. Education:

i) High School diploma

ii) Supplemented by accounting or financial software courses

1. Experience:
2. Minimum of one year experience in an accounts payable department

Equivalencies will be considered.

### KNOWLEDGE, SKILLS AND ATTITUDES

* Knowledge of cut-off procedures, accruals and general ledger coding.
* Proficient knowledge of accounting software.
* Ability to communicate effectively, both orally and written.
* Ability to interact with various professionals and levels in a respectful manner.
* Excellent organization and problem-solving skills.
* Strong computer skills including comprehensive knowledge of Microsoft Office.
* Ability to work within tight deadlines.

## DECISION MAKING

This position makes decisions regarding the accuracy of general ledger coding on invoices and must interpret the current signing authority matrix and administrative procedures to ensure compliance. Unfamiliar situations and problems are referred to the supervisor.

## WORKING WITH OTHERS

Contacts:

* Employees in the same department/school
* Employees in another department/school
* External vendors
* External auditors

Purpose of Contact: On a regular basis, will need to speak with schools and departments for clarification regarding GL coding, receipt of goods or services, and signatures on vendor invoices or employee reimbursements. Follow-up may be required with vendors in regards to reconciliation of the monthly statements. Interaction with the auditors during the interim and year-end audits to pull sample invoices, review transactions, etc.

## PHYSICAL DEMANDS

Some sitting, standing, moving, lifting and bending (or a combination of these movements) and minor physical effort required.

## WORKING CONDITIONS

Frequent interruptions from phone calls or in-person inquiries.

Extra work hours may be required during peak times.

## ADDITIONAL INFORMATION