

ACCOUNTS PAYABLE / PURCHASING ASSISTANT - JOB DESCRIPTION

Position/Title: Accts Payable / Purchasing Asst.

Department: Financial Services

Pay Grade: 5

Reports to: Assistant Director

Function and Purpose of Position

As an integral team member of Financial Services, the Accounts Payable / Purchasing Assistant plays an important role in helping to achieve both the Division and department goals. This position is responsible for a variety of functions within the Reporting and Processing (RAP) team, including providing support to schools and departments with the procurement of goods and services and timely and accurate disbursement of funds in accordance with Division policies, procedures and guidelines. The primary responsibilities of this position include obtaining product and pricing information from vendors, entry of purchase requisitions and change orders, processing of vendor invoices, cheque requests and employee reimbursements and maintaining files for purchasing and accounts payable documents.

Activity A: Accounts Payable	40%
<ul style="list-style-type: none"> • Receive invoices, cheque requests and employee reimbursements through external mail or internal courier from schools and departments. • Interpret the Signing Authority Matrix and compare signatures on invoices, cheque requests and employee reimbursements to current signature file to ensure an authorized signing authority has given approval 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, cheque request or employee reimbursement. Review amounts and check extensions. • Process file uploads for bus driver and caretaker contracts, Telus phone bill, etc. • Enter invoices, cheque requests and employee reimbursements into the Cayenta financial system. • Identify invoices above the capital asset threshold and provide copies of invoices to Accountant II. • Flag invoices requiring “special handling” (e.g. enclosures to be sent with cheque) on weekly cheque run. • Mail weekly accounts payable cheques with any required attachments. • Process weekly file to prepare email notifications of direct deposit. • 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 statements to accounts payable subledger. 	

ACCOUNTS PAYABLE / PURCHASING ASSISTANT - JOB DESCRIPTION

Activity B: Purchasing and Contract Services	40%
<ul style="list-style-type: none"> • Create purchase order requisitions in Cayenta on behalf of schools and departments. • Distribute purchase orders to vendors, schools/departments, shipping/receiving and accounts payable. • Track and expedite outstanding purchase orders and follow up with vendors to ensure timely receipt of products. • Create change orders or cancel purchase orders, as required. • Purchase products and maintain purchasing agreements/contracts in accordance with division procurement policies, procedures and guidelines. • Interpret the Signing Authority Matrix and ensure purchasing requests have received appropriate approval. • Verify general ledger coding for each purchase request. • Gather product and volume information. • Collect customs documentation for vendor shipments from sources outside the country and provide information to the customs broker. 	

Activity C: Data Integrity Verification and Other Duties	20%
<ul style="list-style-type: none"> • Ensure month-end and year-end processing deadlines are met. • Request new vendors and vendor name/address changes, as required, to ensure accurate contact information is maintained in the Cayenta financial system. • Pull invoices, purchase orders and back-up, as requested, by Financial Services staff, schools, departments or external auditors. • Provide information to and respond to inquiries from vendors and EIPS staff. • File all processed invoices, cheque requests, employee reimbursements, purchase order requisitions, purchase orders and contracts alphabetically in a central file location. • Prepare biweekly bank deposit. • Open, date stamp and distribute the daily mail within the Financial Services department. 	

EDUCATION AND EXPERIENCE
<p>Education:</p> <ul style="list-style-type: none"> • High School diploma • Supplemented by related courses in accounting, purchasing, supply management or business administration. <p>Experience:</p> <ul style="list-style-type: none"> • Minimum of one year experience in an accounts payable or purchasing department <p>Equivalencies will be considered.</p>

ACCOUNTS PAYABLE / PURCHASING ASSISTANT - JOB DESCRIPTION

KNOWLEDGE, SKILLS AND ATTITUDES
<ul style="list-style-type: none">• Knowledge of purchasing and accounting procedures including cut-off procedures, accruals, general ledger coding and signing authority.• Proficient knowledge of accounting software.• Strong computer skills including comprehensive knowledge of Microsoft Office.• 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.• Ability to work within tight deadlines and prioritize tasks.• Attention to detail and accuracy.