

#1362543

M.A.N.T.E. STAFF JOB DESCRIPTIONS

POSITION: ACCOUNTS PAYABLE CLERK

REPORTS TO: Supervisor, Accounting

INDIRECTLY SUPERVISES: Assistant Accounts Payable Clerks

LOCATION: Board Office

JOB SUMMARY: Performs all duties necessary to provide accounts payable services for the Division and directs the efficient operation of the department.

DUTIES AND RESPONSIBILITIES:

- Verifies invoices and packing slips against purchase orders;
- Identifies and ensures resolution of any anomalies or discrepancies;
- Prepares, processes, and reviews invoices, cheques and vouchers for payment and/or credit against tight deadlines;
- Prepares and maintains all necessary systems, reports, records, and files;
- Prepares supporting journal entries and assists in the auditing process;
- Knowledge of foreign exchange, withholding tax and tax self assessment;
- Assigns and coordinates workloads and assists in evaluates performance evaluations of office staff (if applicable);

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- Performs other related duties as assigned or as required including all duties of lower classified positions.

QUALIFICATIONS:

- High school diploma plus two years directly related education;
- Excellent computer and keyboarding skills;
- 2-3 years related experience;
- Demonstrated ability to communicate effectively with all levels of staff and the public and to handle confidential information;
- An equivalent combination of education and experience may be acceptable to the Division.

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