

## Job Description

(For Positions in CAW Local 555, Unit 1)

*Job descriptions do not include every duty that an individual in a position performs. They are intended to be representative and characteristic of the duties required and the level of work performed. Depending upon the size of the department or unit and its functional activities, incumbents who fall into this category may perform all of the duties listed below or, in the case of large departments or units, may be assigned to designated specialized functions.*

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JD #:	<b>JD00429</b>	Pay Grade:	<b>5</b>
JD Title:	<b>Accounts Payable Clerk</b>	JD FTE Hours:	<b>35</b>
Job Family:	<b>Accounting</b>		

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### General Description

Responsible for the timely and accurate processing of accounts payable and financial transactions. Requires knowledge and understanding of applicable accounting policies and procedures relevant to a revenue generating entity within the University.

### Representative Duties & Responsibilities

- Match receiving documentation with vendor invoices to ensure cost and retail prices of all inventoried items are correct according to the purchase order.
- Work with buyers to resolve any invoicing discrepancies.
- Enter payments to vendors into retail accounting software for upload to the University financial system to ensure timely payments of vendor invoices.
- Create and maintain vendors in the retail accounting software and initiate set up of vendors in the University's accounts payable system.
- Prepare cheque requisitions, expense reports, and journal entries for payment of non-inventoried goods.
- Prepare invoices, claims, account statements, receipts, payroll authorizations, reimbursements, reports and other financial documents.
- Reconcile accounts and conduct analyses of financial data.
- Write a variety of documents including, but not limited to, correspondence to vendors regarding status of accounts.
- Provide information, consult, and liaise with account holders and clients regarding all aspects of accounts.
- Develop and maintain vendor relationships.
- Maintain vendor account information in the University's financial system.
- Handle inquiries and complaints from vendors regarding outstanding invoices and account problems.
- Correspond with vendors to clarify receipt of merchandise.
- Provide backup documentation to support expenses during preparation of the annual budget.
- Assemble cheques with backup documentation for vendors and Financial Services.
- Read accounting reports generated by Financial Services and cheque listing reports to monitor activity of vendor.
- Analyze and calculate prices, taxes, and discounts for goods received from vendors.
- Control access to department safes, and maintain the security of cash and other assets.
- Maintain financial accounting files, spreadsheets and databases.
- Maintain filing systems, both electronic and hard copy.
- Transport boxes of coins within the office.
- Understand the process flow of various systems utilized by the department in order to answer customer inquiries in a timely and accurate fashion via email, by telephone and in person.
- Prepare merchandise for inventory and perform inventory tasks.
- Perform cashiering duties as required
- Remain current on University policies, changes in tax legislation, and software upgrades.

### Supervision

- No formal supervision of others is required.
- Provide orientation and show procedures to others.

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## Qualifications

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- 2 year Community College diploma in Accounting or related field.
- Requires a minimum of 2 years of relevant experience.

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## Effort

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### Physical Effort:

- A typical work day occasionally requires low physical effort for activities such as:
  - Intermittent periods of keyboarding to word process documents.
- A typical work day consists of greater than 3.5 hours of moderate physical effort for activities such as:
  - Prolonged periods of repetitive keyboarding of accounts payable documentation.
  - Carrying boxes of coins within the office.
- Elements of high physical effort are not a regular feature of this job.

### Mental Effort:

- A typical work day occasionally requires routine mental effort for activities such as:
  - Collecting routine information, word processing routine documents such as correspondence and forms and inputting data into a spreadsheet.
- A typical work day consists of greater than 3.5 hours of moderate mental effort for activities such as:
  - Matching receiving documentation with vendor invoices to ensure cost and retail prices of all inventoried items are correct according to the purchase order.
  - Responding to inquiries and complaints from vendors regarding outstanding invoices and account problems.
  - Providing information, consulting and liaising with account holders and clients regarding all aspects of accounts.
- Elements of high mental effort are not a regular feature of this job.

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## Working Conditions

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### Physical Environment:

- There are no adverse physical environment conditions inherent to the job.

### Psychological Environment:

- Occasionally interacts with individuals who may be rude or upset.
- Frequently handles competing requests and simultaneous deadlines.

### Health & Safety:

- Prolonged periods of production oriented keyboarding.

# Job Description Rating Sheet

(For Positions in CAW Local 555, Unit 1)

JD #:	<b>JD00429</b>	Pay Grade:	<b>5</b>
JD Title:	<b>Accounts Payable Clerk</b>	Total Points:	<b>393</b>
Job Family:	<b>Accounting</b>		

Factor	Subfactor	Level Rating	Points
<b>Skill</b>	1. Applied Reasoning and Analytical Skills	<b>3.5</b>	71
	2. Breadth of Knowledge	<b>1.0</b>	5
	3. Adaptation to Change/Updating of Learning	<b>2.0</b>	12
	4. Interpersonal Skill	<b>2.0</b>	23
	5. Education and Experience	<b>D2</b>	56
	6. Dexterity and Coordination	<b>3.0</b>	21
<b>Effort</b>	7. Physical Effort	<b>3.0</b>	18
	8. Mental Effort	<b>3.0</b>	55
<b>Responsibility</b>	9. Planning and Coordination	<b>2.0</b>	28
	10. Responsibility for Others	<b>1.0</b>	10
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	<b>2.5</b>	53
<b>Working Conditions</b>	12. Physical Environment	<b>1.0</b>	3
	13. Psychological Environment	<b>2.0</b>	10
	14. Health and Safety	<b>3.0</b>	28