



# 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>JD00716</b>	Pay Grade:	<b>6</b>
JD Title:	<b>Accounts Payable Associate</b>	JD FTE Hours:	<b>35</b>
Job Family:	<b>Accounting</b>		

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## General Description

Responsible for applying specialized knowledge and understanding of financial policies and procedures to coordinate and approve disbursements for payment and reimbursement. Analyzes, records, classifies, and summarizes accounts payable data according to established procedures. Ensures accuracy and compliance with existing guidelines, policies, and procedures.

## Representative Duties & Responsibilities

- Receive, verify, process and approve for payments various documents such as invoices, cheque requisitions, expense reports, accountable advances, petty cash, drafts and wires, systems contracts, credit card reconciliation, debit memos, electronic fund transfers and deposits.
- Verify that transactions comply with University policies and procedures and other legislated or regulatory expectations.
- Exercise appropriate internal controls.
- Analyze requests for payment and reimbursement and assess for reasonableness.
- Ensure timely accurate payments to vendors and non-vendors.
- Responsible for processing, control and maintenance of commitments such as encumbrances.
- Interpret and communicate applicable financial policies, procedures and guidelines to others.
- Assist with internal and external audits and respond to auditor inquiries.
- Develop and deliver training and information sessions.
- Perform various analyses and reconciliations of accounts.
- Provide training and guidance to others on relevant accounting procedures and the use of financial systems, processes and forms.
- Investigate discrepancies and errors using established procedures and correct same.
- Monitor and reconcile statements and participate in the reconciliation of accounts and daily transaction balancing.
- Update, maintain, search and verify information in a variety of databases.
- Apply standard mathematical skills such as calculations, formulas, and equations to perform a variety of calculations.
- Receive, research and resolve a variety of complex internal and external inquiries via telephone, email, and in person that are specific in nature and require a specialized knowledge of relevant policies and procedures and regulatory and legislated requirements.
- Perform year-end processes in accordance with established guidelines.
- Review commitments and encumbrances and accrue where applicable.
- Review incoming invoices and requests for payment, validate date goods received or services delivered, and determine applicable reporting year and accrue as appropriate.
- Reverse accrual entries.
- Perform year-end balancing and reporting.
- Maintain all appropriate documentation supporting accounts payable and vendor payments in an organized and orderly manner to support tax, audit, and any other statutory requirements.
- Grant and revoke access to various payment forms.
- Process cancelled cheques and stop payments.
- Distribute cheques in the absence of other staff.
- Sort and distribute incoming mail

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## Supervision

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- Provide direction to others in how to carry out work tasks.
- Ensure adherence to quality standards and procedures for short-term staff.

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## Qualifications

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- 2 year Community College diploma in Accounting or a related field of study.
- Requires 3 years of relevant experience.

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## Effort

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### Physical Effort:

- A typical work day consists of greater than 3.5 hours of low physical effort for activities such as:
  - Intermittent periods of keyboarding to word process documents, enter data into databases and enter financial information into spreadsheets.
- A typical work day consists of up to 3.5 hours of moderate physical effort for activities such as:
  - Entering financial data into databases and processing financial documents for prolonged periods of time.
  - Moving and carrying moderate weight or awkward objects such as audit files.
- A typical work day occasionally requires high physical effort for activities such as:
  - Lifting, moving, and carrying boxes of storage files.

### Mental Effort:

- A typical work day consists of up to 2 hours of routine mental effort for activities such as:
  - Collecting routine information and files to word process routine documents such as correspondence and forms, and inputting data into spreadsheets and databases.
- A typical work day consists of greater than 3.5 hours of moderate mental effort for activities such as:
  - Receiving, verifying, processing and approving for payments various documents.
  - Verifying that transactions comply with University policies and procedures and other legislated or regulatory expectations.
  - Exercising appropriate internal controls.
  - Analyzing requests for payment and reimbursement and assessing for reasonableness.
  - Interpreting and communicating applicable financial policies, procedures and guidelines to others.
  - Assisting with internal and external audits and responding to auditor inquiries.
- A typical work day consists of up to 3.5 hours of high mental effort for activities such as:
  - Scrutinizing documents and reports to ensure accuracy and exactness for year-end processing.

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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 from multiple sources.

### Health & Safety:

- Climbing ladders to access files.

# Job Description Rating Sheet

(For Positions in CAW Local 555, Unit 1)

JD #:	<b>JD00716</b>	Pay Grade:	<b>6</b>
JD Title:	<b>Accounts Payable Associate</b>	Total Points:	<b>446</b>
Job Family:	<b>Accounting</b>		

Factor	Subfactor	Level Rating	Points
<b>Skill</b>	1. Applied Reasoning and Analytical Skills	<b>4.0</b>	83
	2. Breadth of Knowledge	<b>2.0</b>	13
	3. Adaptation to Change/Updating of Learning	<b>2.0</b>	12
	4. Interpersonal Skill	<b>3.0</b>	39
	5. Education and Experience	<b>D3</b>	60
	6. Dexterity and Coordination	<b>3.0</b>	21
<b>Effort</b>	7. Physical Effort	<b>2.0</b>	11
	8. Mental Effort	<b>4.0</b>	78
<b>Responsibility</b>	9. Planning and Coordination	<b>2.0</b>	28
	10. Responsibility for Others	<b>2.0</b>	33
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	<b>2.0</b>	39
<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>2.0</b>	16