



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.

JD #:	JD00717	Pay Grade:	6
JD Title:	Accounts Payable Associate, Document Control	JD FTE Hours:	35
Job Family:	Accounting		

General Description

Responsible for applying specialized knowledge and understanding of financial policies and procedures to coordinate and process financial transaction disbursements. Ensures accurate and timely retention of all supporting documentation. 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

- Match, verify, distribute and file daily and weekly cheque disbursements.
- Ensure timely accurate distribution of payments to vendors and non-vendors.
- Receive, verify, process and approve for payment 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.
- Process and keypunch for upload to the general ledger manual cheques, cancelled cheques, stop payments, flags, and general account opening (GAO).
- Coordinate searches and assist with internal and external audits and respond to auditor inquiries.
- 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.
- Verify that transactions comply with University policies and procedures and other legislated or regulatory expectations.
- Assist with internal and external audits and respond to auditor inquiries.
- Exercise appropriate internal controls.
- Analyze requests for payment and reimbursement and assess for reasonableness.
- Interpret and communicate applicable financial policies, procedures and guidelines to others.
- Investigate discrepancies and errors using established procedures and correct same.
- 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.
- Receives, researches and resolves a variety of 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.
- Provide back up support in the reconciliation of accounts and daily transaction balancing.
- Perform year-end processes in accordance with established guidelines.
- Purge daily and weekly files for transport to storage.
- Review incoming invoices and requests for payment, validate date goods received or services delivered.
- Sort and distribute incoming mail.

Supervision

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

Qualifications

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

Effort

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 payment 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.
- Elements of high mental effort are not a regular feature of this job.

Working Conditions

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

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JD #:	JD00717	Pay Grade:	6
JD Title:	Accounts Payable Associate, Document Control	Total Points:	407
Job Family:	Accounting		

Factor	Subfactor	Level Rating	Points
Skill	1. Applied Reasoning and Analytical Skills	4.0	83
	2. Breadth of Knowledge	2.0	13
	3. Adaptation to Change/Updating of Learning	2.0	12
	4. Interpersonal Skill	2.0	23
	5. Education and Experience	D3	60
	6. Dexterity and Coordination	3.0	21
Effort	7. Physical Effort	2.0	11
	8. Mental Effort	3.0	55
Responsibility	9. Planning and Coordination	2.0	28
	10. Responsibility for Others	2.0	33
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	2.0	39
Working Conditions	12. Physical Environment	1.0	3
	13. Psychological Environment	2.0	10
	14. Health and Safety	2.0	16