

**SCHOOL DISTRICT NO. 63
(SAANICH)**

JOB DESCRIPTION

CLASSIFICATION

Clerical

POSITION

District Accounts Payable Clerk

SUMMARY

Under the direction of the Director of Finance, provides a wide variety of accounting and administrative support services including (1) managing District Accounts Payable, (2) supporting the administration of and advising staff on District financial policies, and (3) assisting with preparation of certain ministry financial reporting. The incumbent must maintain a high level of confidentiality in the performance of all duties.

DUTIES

- Manages Accounts Payable
 - Inputs and audits a high volume of invoices on a daily basis (cheque requests and employee expense reimbursements)
 - Ensures invoices are properly approved for payment
 - Performs routine vendor file maintenance
- Administers the District's integrated expense processing system (updates approval structure, troubleshoots issues that arise)
- Provides assistance and answers accounts payable inquiries from school accounts staff
- Prepares and processes weekly cheque run
- Prepares online cheques and ad-hoc cheque runs as required
- Summarizes and processes consolidated bills on a monthly basis (phone bills, supply orders)
- Processes utility billings and maintains detailed utility usage spreadsheets.
- Administers the District purchasing card program (approximately 250 cards in the District) including issuance of cards, addressing fraudulent use of cards, compiling and importing monthly card transactions into integrated general ledger system
- Manages pre-paid purchase orders for schools
- Prepares T2200s for School Administrators on an annual basis
- Places stop payments on cheques through our banking and completes process in AP
- Supports account secretaries with unresolved issues with vendor statements
- Prepares year end reconciliations and working papers
- Processes credit applications for new vendors requiring them
- Orders of cheques and envelopes for department
- Assists with WCB reporting
- Assists with the year-end audit
- Assists the Director of Finance with the year-end Statement of Financial Information (Public Bodies) reporting
- Provides recommendations on District accounting procedures and assists with implementation

* *Performs other comparable duties that are within the area of knowledge and skills required by the job description.*

QUALIFICATIONS

- Grade 12
- Diploma in Accounting
- Two years' related experience in an accounting department
- Advanced knowledge of spreadsheet and word processing packages
- Experience with integrated general ledger systems
- Valid B.C. Class 5 Drivers license

** Or an equivalent combination of training and experience.*

SKILLS

- Strong attention to detail and a high level of accuracy when performing tasks
- Demonstrated ability to organize and prioritize duties, handle high volumes of work with changing deadlines and interruptions
- Demonstrated ability to exercise a high level of professionalism and discretion
- Advanced knowledge of Microsoft Office
- Ability to work at a computer on a continuous basis (up to 7 hours a day)
- Experience with integrated general ledger systems

DATE

January 2021