



## **JOB DESCRIPTION**

Salary Grade: 5 CUPE 1328
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**Job Title:**  
**Accounts Payable Clerk**

### **PRIMARY FUNCTION**

The primary purpose of this job is to process payment of supplier's invoices and maintain accurate accounts payable records on the SAP financial system.

### **MAIN RESPONSIBILITIES**

1. Process supplier's invoice for payment by:
  - receiving and matching purchase order (i.e. receiving report) with vendor's invoice to ensure details match exactly
  - ensuring corresponding prices agree on tendered items
  - confirming any substantial increase on non-tendered items with Purchasing Department
  - checking all items billed on the invoice and indicating any back order items as outstanding
  - batching reconciled purchase orders and invoices in numerical order, order by vendor, and attaching completed control sheet
  - tally amounts of purchase orders and invoices
  - post payments by regular processing methods on SAP
  - verifying tax codes on all payments
  - maintaining and updating files, e.g. enter accurate accounts payable records, etc.
2. Reconcile discrepancies between receiving report (i.e. P.O.) and vendor's invoice when an item (e.g. vendor, article) does not match by:

- receiving discrepancy report containing school location, purchase order number, vendor, etc. that does not match with an invoice
  - cross-referencing multiple computer screens in the SAP system account, e.g. invoice header and details, purchase order display, SAP computer records and/or hard copy file back-ups, etc.
  - contacting school, or appropriate department, to verify the item, and request additional information (e.g. correct P.O. number, proof of deliveries, etc.) and authorization to pay (i.e. receiving report)
  - adding details to discrepancy report to indicate status of item (e.g. a previous back order; or a back order which has been received but without an invoice) holding purchase order (discrepancy/invoice) on file until confirmation and reconciliation is completed
  - cross-referencing 'received' back order item by updating information on the purchase order
  - indicating any 'received' items and adding invoice number to discrepancy report
  - maintaining and updating appropriate files
3. Receive originals and copies of cheques (weekly) from computer services and verifies and processes for payment by:
- pulling invoice and appropriate copy of P.O.
  - attaching invoice to the receiving copy for each vendor cheque
  - verifying invoice by recalculating
  - cancelling incorrect cheque when required
  - forwarding verified cheques for signature
  - filing back-up material with file copy of cheques
4. Assists with control of all outstanding invoices and purchase orders and reconciles vendor statements when required by:
- receiving phone call or statement from vendor requesting payment of outstanding invoice(s)
  - pulling P.O. (which has been matched with invoice) awaiting receiving report and contacting school to find out why it is being held
  - verifying status of outstanding purchase orders and investigating to determine if goods were received or if invoice was previously paid
  - contacting originator to sign receiving report, when invoice received without a purchase order number
  - sending standard form reminder to vendor stating that a purchase order number is required on all invoices
  - monitoring and recording status of missing receiving report on a bi-weekly basis and following up with school/location requesting receiving report according to this procedure
  - following up on a regular basis and writing a note on the statement regarding status of such receiving reports

5. Perform other clerical duties such as:
- responding to a variety of telephone calls (i.e. from vendors requesting/demanding payment; from schools/locations indicating an item has been received but a purchase order cannot be located or in response to a memo/letter from Accounting Department; referring calls to appropriate accounting staff or other department(s); relaying messages to other staff members)
  - receiving and processing invoices for rental and/or service charges (e.g. photocopier, pagers) by sending invoice to appropriate department for approval, ensuring amount is correct and charged to the right account; maintaining record (e.g. vendor name, amount billed, amount paid, month, cheque number)
  - assisting as back-up for daily bank deposit and for petty cash dispersal when required
6. Perform other duties as assigned or required.

**SKILL**

- Secondary School Diploma with accounting courses equivalent to 1 year post secondary, or equivalent
- 1 – 2 years related experience

**EFFORT**

- Complexity of the job is in maintaining a timely flow of reconciled invoices to ensure prompt payment of accounts; reconciling invoice discrepancies to weekly deadlines; investigating status of purchase orders and troubleshooting the discrepancies
- Visual concentration required when cross-referencing paperwork (e.g. purchase orders and invoices) with information on the computer and inputting transactions. Manual dexterity required when using calculator and filing (65% - 90%)

**RESPONSIBILITY**

- Independence of action in deciding to contact school/location when reconciling discrepancies, in scheduling daily workload and payment of problem invoices.
- Accountable for investigating reason for non-payment/duplicate payment of an account and making minor adjustments to prices, tax codes during processing.
- Errors in payment/non-payment or inaccurate record keeping could lead to complaints and/or conflict with vendors and/or schools which result in time delays and inconvenience; and/or loss of money and time to resolve the problem.

- Contacts with department staff and other Board personnel in the performance of duties. Contacts with vendors (e.g. credit managers, accounts receivable) in the exchange of information.

**WORKING CONDITIONS**

- Open office concept environment. Crowded workstations.
- Pressure and stress daily from conflicts with suppliers and schools/locations; stress in meeting with deadlines on fluctuating workflow; stress from constant interruptions.