



# SENIOR ACCOUNTS CLERK (ACCOUNTS PAYABLE)

JOB DESCRIPTION | JUNE 2024

## NATURE AND SCOPE OF WORK

Reporting to the Assistant Secretary-Treasurer, the Senior Accounts Clerk (Accounts Payable) performs a variety of accounting functions in the Business Services Department in accordance with applicable regulations, policies and procedures, using a computerized accounting system; trains and assists school Administrative Assistants; and responds to inquiries related to school district finance procedures.

## SPECIFIC RESPONSIBILITIES

- Responsible for all facets related to the district accounts payable (AP) functions.
- Ensures timely and accurate processing of AP invoices including coding, data entry, matching of invoices to purchase orders, and confirmation of receipt of goods.
- Establishes and maintains accurate vendor master files, reconciles monthly statements, and prepares related vendor correspondence.
- Processes employee travel and expense claims, confirming accuracy, authorization and appropriateness; consults with applicable supervisor to resolve any issues.
- Generates, reviews and verifies accuracy of various AP reports and batches; prepares cheques and electronic direct deposits, obtains appropriate approvals, maintains the batch sequence log for cheques issued, and ensures all numbers are accounted for.
- Processes applications and payment of boarding and transportation allowances.
- Prepares receipts for cash and cheques received, assigns account codes, inputs, and files documents.
- Prepares and processes journal entries as necessary.
- Receives trust fund and bank reconciliations from school Administrative Assistants, confirms adherence to procedures, liaises with schools to obtain outstanding data and/or provides procedural support as required.
- Provides training and support to school and department Administrative Assistants as required.
- Compiles, inputs, and extracts data into various spreadsheet and report formats.
- Assists with processing of working papers for general ledger accounts and provides data for external audit preparation.
- Prepares quarterly GST and PST returns, self-assessing PST on AP invoices where necessary.
- Provides backup support to Senior Accounts Clerk (Accounts Receivable).
- Assists with other duties in the Business Services department as required.

## **QUALIFICATIONS** (Required Knowledge, Skills and Abilities)

- One-year diploma or certificate program (approximately 700 to 1100 hours of instruction) at a recognized post-secondary institution in an administrative assistant/bookkeeping program or an equivalent combination of education and experience including three years recent related office administration and bookkeeping experience.
- Three years current experience processing accounts payable/receivable.
- Demonstrated knowledge and proficiency with processing high volume accounts payable/receivable, reconciliations, and an intermediate to advanced knowledge of bookkeeping and accounting procedures.
- Advanced knowledge of relevant software programs (Excel, Word, Outlook), and experience with enterprise software systems.
- Demonstrated proficiency in both oral and written communication including the ability to compose routine business correspondence.
- Sound knowledge of the applicable rules, regulations, policies, and procedures which govern departmental and/or school activities.
- Ability to establish and maintain positive working relationships with all school district staff and external parties.
- Ability to work independently with a minimum of supervision.
- Strong teamwork skills with the ability to work harmoniously and cooperatively within the team.
- Demonstrated ability to exercise initiative and judgment while working within prescribed procedures and processes.
- Excellent organizational skills with the ability to anticipate and prioritize job-related duties and to follow through and accurately complete tasks in a timely fashion.
- Superior communication and customer service skills including a demonstrated ability to exercise tact and diplomacy.
- Ability to maintain a high level of confidentiality.
- Strong analytical, math, and problem-solving skills with attention to detail to ensure accurate results.

## **REQUIRED LICENSES, CERTIFICATES AND REGISTRATIONS**

- One-year administrative assistant/bookkeeping diploma or certificate program (approximately 700 to 1100 hours of instruction).
- A clear Criminal Record Check to be updated every five years.

## **RELATIONSHIPS**

- Liaises and works in cooperation with colleagues.
- Frequent interaction with other school district employees and vendors as required.

## **REPORTING STRUCTURE**

- Reports to the Assistant Secretary-Treasurer.

## **THE FOLLOWING COMMITMENTS ARE ESSENTIAL TO ALL POSITIONS WITHIN CAMPBELL RIVER SCHOOL DISTRICT**

- Commitment and adherence to workplace policies, procedures and practices.
- Commitment to standards of conduct, including behaving in a manner that is: respectful, professional, team-oriented, collegial, collaborative, ethical, honest, and trustworthy.
- Commitment to understand and implement the Truth and Reconciliation Calls to Action and the Declaration on the Rights of Indigenous Peoples Act.

## **CLASSIFICATION**

- This position's classification is Senior Accounts Clerk and has a pay rate in accordance with Schedule B of The Canadian Union of Public Employees – Local 723 Collective Agreement.