
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Clerical

Class Series: Finance

Grid: 17

Class Title: Clerk IV, Accounts Payable

I. Level Definition

Positions at this level process accounts payable including the reconciling and balancing of accounts to the general ledger, the preparation of adjustment information such as journal vouchers and/or supervise one or two designated staff.

II. Typical Duties

1. Matches documents such as invoices, receiving reports, packing slips with purchase orders; contacts appropriate sources such as stores and external suppliers by telephone and/or correspondence regarding matters such as disputed supplier accounts, missing invoices and unmatched documents.
2. Verifies the accuracy of invoices by checking items such as quantities, prices, tax, extensions, discounts and totals; posts to the accounts payable ledger.
3. Balances accounts payable to the general ledger and identifies discrepancies; traces reasons for discrepancies such as price changes, substitutions and back-orders; prepares adjustment information such as vouchers and debit and credit notes to rectify discrepancies.
4. Supervises one or two designated staff by scheduling and co-ordinating work assignments, evaluating employee performance and determining related training and orientation requirements.
5. Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 12, successful completion of a recognized accounting course and two years' recent related experience or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to keyboard at 45 w.p.m.
- (ii) Ability to communicate effectively both verbally and in writing.
- (iii) Ability to deal with others effectively.
- (iv) Physical ability to carry out the duties of the position.
- (v) Ability to supervise.
- (vi) Ability to organize work.
- (vii) Ability to operate related equipment.