FACILITIES SUBSECTOR COLLECTIVE AGREEMENT
BENCHMARK

Job Family: Clerical            Class Series: Finance
Grid: 22                  Class Title: Clerk V, Accounts Payable

I. Level Definition

Positions at this level supervise three to ten designated employees and/ or perform accounts analyses.

II. Typical Duties

1. Supervises from three to ten designated employees by performing duties such as scheduling and co-ordinating work assignments, evaluating employee performance and determining related training and orientation requirements.

2. Identifies problems or discrepancies such as imbalance of sub-ledger to general ledger; performs accounts analyses by reviewing, extracting and interpreting information in order to determine reason for problem or discrepancy; takes corrective action.

3. Analyzes designated accounts such as travel expense, sales tax and sundry payables accounts by reviewing, extracting and interpreting information; identifies trends and/ or problems and prepares related reports.

4. Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 12, successful completion of a recognized accounting course and three 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.