
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Clerical

Class Series: Finance

Grid: 24

Class Title: Clerk VI, Accounts Payable

I. Level Definition

Positions at this level supervise more than ten designated employees and perform related accounts payable duties.

II. Typical Duties

1. Supervises more than ten designated employees by performing duties such as scheduling and coordinating 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 expenses, sales tax and sundry payable 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, completion of two years of the CMA or CGA program and four years' recent related experience or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to keyboard.
- (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.