

Christ the Teacher Catholic Schools

ROLE DESCRIPTION

	400 – PERSONNEL & EMPLOYEE	CODE:	AP 480.01
SECTION:	RELATIONS		
POSITION:	ACCOUNTS PAYABLE CLERK		

1. **Immediate Supervisor:** Chief Financial Officer

2. **Primary Function**

The Accounts Payable Clerk provides the vital support and technical assistance required to maintain Division operations and administrative functions.

3. **Minimum Qualifications**

- 3.1 High school diploma or equivalent and additional business/secretarial courses.
- 3.2 Two (2) or three (3) years' secretarial experience in progressively responsible positions, preferably in a school system.
- 3.3 Proficiency in use of word processing software (Word) as exhibited by use of all program functions routinely used in the office, including some advanced features.
- 3.4 Proficiency in the use of spreadsheet software (Excel) as exhibited by use of beginner and intermediate level program functions.
- 3.5 Initiative/ability to learn other microcomputer programs as required.
- 3.6 Possesses keyboarding skills with which to produce accurate work in a time efficient manner.
- 3.7 Thorough knowledge of standard office practices and equipment (phones, photocopier, fax, public address system, etc.).
- 3.8 Exhibits use of correct English grammar, spelling and punctuation.
- 3.9 Recognizes standard proofreading symbols on edited work.

4. **Knowledge, Skills and Abilities**

- 4.1 Is self-motivated and able to work independently.
- 4.2 Ability to meet deadlines and to work autonomously and as part of a team.
- 4.3 Ability to deal with members of the general public in a pleasant and effective manner both on the telephone and in person.
- 4.4 Ability to establish and maintain effective working relationships with others.
- 4.5 High levels of accuracy and analytical skills with attention to detail.
- 4.6 Meets work demands and expectations in an efficient and effective manner.

- 4.7 Ability to quickly learn procedures used to report information and maintain records.
- 4.8 Ability to interpret and apply policies and procedures.
- 4.9 Ability to plan and manage assigned functions.
- 4.10 Professional attitude and good communication skills.

5. Performance Responsibilities

5.1 Accounts payable and Purchasing

5.1.1 Preparing Incoming Supplier Invoices for Payment

- 5.1.1.1 Establishes and manages vendor information and standard payment terms.
- 5.1.1.2 Implements and controls approval codes.
- 5.1.1.3 Sorts, stamps, etc.
- 5.1.1.4 Schedules invoices for payment within a given framework of prescribed due dates and maximizes discounts and minimizes interest charges.
- 5.1.1.5 Communicates with suppliers to obtain information and clarify/resolve issues.
- 5.1.1.6 Determines reasons for long outstanding purchase orders and takes appropriate action.
- 5.1.1.7 Identifies person or section responsible for invoice and obtaining required approval for purchased items with or without a purchase order.

5.1.2 Processing Supplier Invoices for Payment

- 5.1.2.1 Validates invoices for accuracy by indicating items received on the purchase orders.
- 5.1.2.2 Enters invoice information into Accounts Payable system assigning a correct vendor code to generate a payment voucher.
- 5.1.2.3 Conducts the 3-way or 2-way match process and identifies any discrepancies.
- 5.1.2.4 Validates that goods were received and that proper prices have been invoiced in accordance with the purchase order.
- 5.1.2.5 Obtains the necessary approval for service invoices and validates against contract requirements.
- 5.1.2.6 Verifies and obtains authorization for any discrepancies in prices over ten dollars (\$10.00), quantity received and freight charges.
- 5.1.2.7 Validates and/or calculates applicable taxes (GST, PST) and ensures proper accounting treatment.
- 5.1.2.8 Communicates with suppliers regarding any taxation errors (GST/PST being charged on exempt supplies or services).

- 5.1.2.9 Communicates effectively to suppliers and/or procurement staff on any invoice discrepancies.
- 5.1.2.10 Ensures invoices are paid only once.
- 5.1.2.11 Ensures account allocation for costs within the General Ledger and/or other sub-systems.
- 5.1.2.12 Arranges for US Bank drafts when required.
- 5.1.2.13 Ensures timely payments of all invoices to avoid late payment fees and optimize cash discounts.
- 5.1.2.14 Processes requests for manual cheques when and as required.
- 5.1.2.15 Processes Mastercard corporate accounts to proper locations.
- 5.1.3 Processes Employee Travel Claims
 - 5.1.3.1 Receives travel claims from employees and ensures completion on the proper forms.
 - 5.1.3.2 Ensures that calculations have been completed correctly.
 - 5.1.3.3 Validates that receipts have been provided accordingly to administrative procedures.
 - 5.1.3.4 Verifies that the claim has been properly authorized.
 - 5.1.3.5 Enters claim information into Accounts Payable system.
- 5.1.4 Credit Card Purchases
 - 5.1.4.1 Receives and ensures completion of credit card summaries from card holders.
 - 5.1.4.2 Verifies that proper authorization has been obtained.
 - 5.1.4.3 Makes journal entries into Accounts Payable to clear outstanding employee accounts.
- 5.1.5 Performs General Accounting and Other Related Duties Such as:
 - 5.1.5.1 Prepares purchase orders as requested.
 - 5.1.5.2 Validates vendor statements and inquiries, investigates discrepancies and communicates with vendors and internal personnel to find invoices.
 - 5.1.5.3 General record keeping.
 - 5.1.5.4 Distributes cheques to suppliers and/or employees.
- 5.2 Other
 - 5.2.1 Participate in in-service as required.
 - 5.2.2 Supports fellow-members of the staff team when needed because of excessive workloads or absence of others.
 - 5.2.3 Perform other duties as assigned by the Chief Financial Officer or Director.

6. Terms of Employment

- 6.1 Twelve (12) months a year.
- 6.2 Working Hours – 7.5 hours per day.
 - 6.2.1 8:30 AM to Noon
 - 6.2.2 1:00 PM to 5:00 PM

7. Confidentiality

- 7.1 At no time should the Accounts Payable Clerk discuss in public information pertaining to employees, students or the operation of the school division. The Accounts Payable Clerk is expected to respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct and The Local Authority Freedom of Information and Protection of Privacy Act.

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