

Job Title:	Accounts Payable Clerk
Location:	Central Services
Reporting Relationships:	Reports to the Director of Financial Services and Accounting Supervisor/Budget Officer

Working Relationships:	Works cooperatively with the Financial Services, Receiving and Purchasing departments. Works cooperatively with Branch Staff regarding Branch Cash Management Procedures.
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Nature and Scope

The Accounts Payable Clerk is responsible for the production of weekly cheque runs to pay the bills incurred by the Library in day to day operations and provides clerical assistance for the Accounting Department. Acts as back up for the Accounting Clerk and the Payroll Clerks.

These responsibilities are carried out under the supervision of the Accounting Supervisor/Budget Officer. All duties are carried out adhering to the regional library's policies, procedures, standards and resources and within provincial legislation and regulations e.g., Workers' Compensation Act, Human Rights Act, and relevant collective agreement.

Representative Duties

1. Processes all invoices, expense claim forms and facilities rental payments;
2. Maintains an up-to-date knowledge of the Library's purchasing system and ensures all procedures are in place before processing for payment;
3. Prepares weekly cheque runs and prepares cheques for mailing to vendors. Corresponds with vendors as required;
4. Issues manual cheques as required for immediate payment;
5. Maintains reports as required for periodic and year-end financial statements;
6. Issues U.S. funds cheques and obtains international money orders for foreign vendors as required;
7. Reconciles vendor statements and records invoices from out of province vendors where the provincial sales tax is to be self-assessed;
8. Maintain accounts payable system both electronic and paper formats. Maintains and updates Accounts Payable vendor files purging data appropriately;
9. Records all Branch Funds Reports and reconciles branch bank accounts;
10. Registers and distributes library credit cards to employees;
11. Assists the purchaser as required for issuing blanket purchase orders to vendors;
12. Prepares major vendor reports as required;
13. Performs all payroll functions in the absence of the payroll clerk and assist as required both on an intermittent and seasonal basis. Keeps up to date and well informed on payroll

- issues and governmental payroll regulations;
14. Oversees Branch Cash Management System, trains branch staff, identifies and resolves issues;
 15. Prepares annual population catchments figures for the Board Planning Committee;
 16. Perform accounting reconciliations as required;
 17. Other duties as assigned.

Employment Prerequisites

1. Completion of Grade 12 (B.C. Dogwood Certificate or equivalent);
2. Completion of the second level of a recognized accounting course (CGA) or equivalent to two years relevant post-secondary education plus three to five year's F.T.E. equivalent working experience and/or an equivalent combination of education and experience;
3. Good oral and written communications skills;
4. Working knowledge of payroll and statutory deductions to completion of biweekly and year end process associated with payroll. Two years relevant training and/or experience in payroll;
5. Demonstrated proficiency with MS Office applications e.g., Word, Excel, Access, PowerPoint;
6. Working knowledge of accounting software programs used in the department;
7. Good typing/keyboarding skills;
8. Valid BC driver's license.

Group:	CUPE Group IV	Approved By:
Incumbent:		<i>Chief Executive Officer</i>
Date Appointed to this Position:		Date:
Date Prepared:	January 1996	
Date Revised:	April 2004, April 2008. April 2009, May 2009	