

City of Victoria JOB VACANCY NOTICE External

CUPE LOCAL 50

DATE OF ISSUE: February 5, 2010

CLOSING DATE: February 15, 2010

Competition Number:

10/24

Position Title:

Clerk – Accounts Payable

Number of Positions:

One

Work Schedule:

Auxiliary on-call

Pay Group:

\$26.04 per hour, Pay Grade 8

ALL APPLICATIONS MUST BE received in the Human Resources Department by 4:30 p.m. on the above closing date and must be complete, including all qualifications and experience relevant to this position.

Please submit your application quoting the above competition number to:

The City of Victoria Human Resources Department, 627 Pandora Avenue, Victoria, B.C., V8W 1N8, by FAX to (250) 361-0238 or by email to hr@victoria.ca

DEPARTMENT: Finance / Accounting

POSITION FUNCTION

Perform clerical and accounting functions related to accounts payable.

KEY DUTIES

Process accounts payable invoices for payment by matching and verifying with purchase orders, requisitions and packing slips; verify for compliance with purchasing and accounts payable policies; calculate standard contract hold-backs, discounts, PST and GST rebates and credits; check and verify vendors monthly summary statements.

Resolve account, authorization, policy and purchase order discrepancies with buyers, City departments and vendors; provide account and invoice information and summaries to various City departments on request; liaise with buyers and City departments regarding contract extensions or items going to tender; prepare reports and spreadsheets for financial analysis and reconciliations as required.

Prioritize and process completed invoices and credit notes for payment; obtain pre-approval for regular monthly services and leases; maintain records by vendor and process automatic payments; prepare and process batches for cheque run; respond to purchasing card inquiries and provide guidance to user departments on financial system usage; maintain appropriate records.

Perform other functions such as record keeping and filing; respond to counter and telephone enquiries by providing general information regarding accounts payable.

Perform related duties where qualified.

INDEPENDENCE

Work is performed according to established policies and procedures and is reviewed upon completion. Deviations from accounts payable policy or problems with work volume are referred to supervisor.

WORKING CONDITIONS**Physical Effort:**

Touch keying on calculator. (often)

Mental Effort:

Short periods of intense concentration while processing invoices. (frequent)

Meet payment deadlines. (frequent)

Visual/Auditory Effort:

Focus on a variety of source data and VDT for short periods. (frequent)

Work Environment:

Office.

KEY SKILLS AND ABILITIES

Organize and prioritize work.

Working level operation of current City related specialty software.

Use calculators with speed and accuracy.

Process a variety of invoices and requisitions.

Maintain accurate records.

Establish and maintain effective working relationships.

Deal effectively with the public and outside agencies.

QUALIFICATIONS**Formal Education, Training and Occupational Certification:**

High school graduation.

First level CGA/CMA program. (1 year)

Experience:

1 year of related experience.

or an equivalent combination of education and experience.

OTHER:

May be requested to substitute in a more senior position.

JC: 4080

TESTING MAY BE CONDUCTED
THIS IS A CUPE LOCAL 50 POSITION