

SCHOOL DISTRICT #42  
Maple Ridge - Pitt Meadows

JOB DESCRIPTION

**JOB TITLE:** Senior Accounts Payable Clerk

**DATE:** May 2009

**REVISED:** January 2016

**PAY GRADE:**

**LOCATION:** District Education Office

**SUMMARY:** Under the direction of the Accounting Manager and as part of the Finance team, processes the accounts payable of the School District.

**DUTIES:**

1. Records financial transactions on a timely basis, runs related reports and assures deadlines for reporting requirements are met.
2. Verifies the accuracy of account codes, authorizations and pricing on invoices, such as purchase orders, cheque requisitions, district credit cards, travel expense claims, etc. Corresponds and follows up with vendors, school principals and department heads for clarification of errors and discrepancies. Ensures settlement of all commitments.
3. Codes and batches invoices for payment. Enters and reviews for accuracy items such as invoice/direct batches, journal entries, and budget transfers. Files batches, mails cheques and maintains cheque copy filing.
4. Processes weekly cheque run and on-line cheques as required and follows up on vendor inquiries. Prepares daily bank deposits including balancing cash and cheques to daily receipt form and follows up on discrepancies. Tracks and records cash receipts and processes cancelled cheques.
5. Receives and follows up school financial queries.
6. Balances batches and produces reports. Reconciles the Accounts Payable general ledger on a monthly basis and reconciles vendor statements.
7. Composes routine correspondence.
8. Provides back-up to the Accountant as required.
9. Prepares remittance for self-assessed Provincial Sales Tax.
10. Performs other assigned comparable duties which are within the scope of knowledge, skills and abilities required by the position.

**REQUIRED KNOWLEDGE, ABILITY AND SKILLS:**

1. Successful completion of Grade 12 plus completion of a certificate program in accounting or the first level of a recognized accounting program (CGA, CMA, etc.)
2. Two (2) years practical accounts payable experience, or the equivalent training and experience in the accounting field.
3. Proficiency with personal computers and a variety of software packages including word processing and spreadsheet applications.
4. Demonstrated ability to communicate effectively and harmoniously with staff, students, parents, outside agencies and visitors.
5. Demonstrated ability to work at the level of independence and with the degree of initiative appropriate to the position.

**JOINT COMMITTEE MEMBER'S SIGNATURES:**

	
	