

Class No.:	
Original Date:	
Revision Date:	November 2018 December 2023
Pay Group:	18

CLASS SPECIFICATION

SFA/ACCOUNTS PAYABLE CLERK

NATURE AND SCOPE OF WORK

The SFA/Accounts Payable Clerk is customer service, accounts receivable, and accounts payable and clerical work. This position is responsible for preparing, calculating, and processing invoices and employee expense claims for payments, maintaining vendor files and for processing weekly cheque runs. The incumbent is responsible for ensuring service level standards are met by meeting or exceeding expected volume metrics and by providing prompt, courteous and accurate responses to internal and external customers, ensuring students and the public receive excellent customer service, clarifying policies and procedures, receiving, and balancing receipts, making a daily cash balance, collection of tuition fees and other revenue, and performing related clerical duties.

An incumbent receives direction from the Supervisor and reports to the Manager, SFA/AP and works in the Accounts Payable and Student Financial Accounts units within the Financial Services Department.

ILLUSTRATIVE EXAMPLES OF DUTIES

- Prepares invoices for payment by performing duties such as:
 - matching invoices to purchase orders and related documents, following up with source departments and/or vendors to gather missing documentation.
 - ensuring payments follow university policies and procedures; resolving routine transactions which are not in compliance and escalating to supervisor or manager when required.
 - ensuring appropriate approval for all invoices and expense claims as established by signing authority guidelines; circulating to the appropriate signing authority for approval as required.
 - checking accuracy of extensions on invoices, cheque requests and expense claims.

- determining when items are zero-rated or fully taxable and when they are subject to rebates or input tax credits by applying applicable tax legislation; determines levels of rebates for each item.
- reviewing the appropriateness of account coding and assigns revised coding if necessary.
- Identifies invoice and purchase order discrepancies; traces reasons for discrepancies such as price changes, substitutions, and back orders.
- Assembles invoices into batches, keys data into computerized system and balances to the control reports.
- Processes weekly cheque runs and prepares documentation for approval and release of payments.
- Maintains the integrity of the vendor master file by ensuring naming and coding conventions are adhered to; updates vendor information such as address and banking information ensuring the legitimacy of update requests as set out in policies and procedures.
- Ensures timely and accurate response to queries from suppliers and staff regarding payment of invoices and expense claims.
- Prepares journal entries to record accruals for vendor accounts; Reviews and reconciles vendor statements and contacts vendors to resolve discrepancies; Reconciles general ledger accounts assigned to the account's payable unit.
- Provides front line customer service and information to students, staff, faculty and the public regarding payment processes, procedures, and policies. Responds to enquiries and refers people to other campus services as necessary.
- Assists with tuition refund investigation so that refunds can be issued. Sends out student account statements with outstanding fees.
- Receives tuition and other revenue; issues receipts; maintains custody of and ensures the security of deposits.
- Processes cheques, processes bank payments to student accounts and update transactions in student accounts and department cost centres. Balances daily collection and reconciles reports to deposits and prepares bank deposit.
- Maintains and reconciles petty cash float and count, Passport to Education and Youth Options and returned cheque (NSF) account.
- Research other Post-Secondary Institutes (PSI) for comparable policies, processes and procedures to ensure the University is aligned with other PSI's.
- Under the guidance of the Manager, provides one-on-one instruction on assigned SFA tasks for new permanent and temporary staff.
- Ensuring appropriate approval for all transactions as established by signing authority guidelines; circulating to the appropriate signing authority for approval as required.

- Monitors the Finance department budget by reviewing departmental reports, tracking supplies orders, and following up on outstanding commitments.
- Maintains electronic and physical filing system.
- May be required to take training and act in the capacity of a floor warden as part of the university's emergency preparedness plan (fire, W.H.M.I.S, earthquake).

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Thorough knowledge of bookkeeping.
- Considerable knowledge of university financial policies and procedures, rules, and regulations.
- Considerable knowledge of generally accepted accounting principles.
- Considerable knowledge of Excel and computerized financial accounting systems.
- Considerable knowledge of office methods and procedures.
- Considerable knowledge of business English, spelling, and punctuation.
- Working knowledge of word processing and database applications.
- Knowledge of GST/PST regulations.
- Ability to recognize and follow up on anomalies promptly and with minimal supervision.
- Ability to maintain sustained attention to detail in checking and coding financial transactions.
- Ability to understand and follow complex oral and written instructions and communicate information effectively both orally and in writing.
- Ability to enter information accurately and efficiently and to balance the input against control totals of relevant source documents.
- Ability to work independently, prioritize tasks and meet deadlines.
- Ability to analyze data and present results in a standard format.
- Ability to perform a variety of accounting related record keeping and clerical duties.
- Ability to develop and sustain cooperative working relationships with co-workers, administration, faculty and staff employees, students, external agencies, and members of the public.
- Ability to maintain professionalism and confidentiality.
- Skill in keyboarding at 40 wpm.
- Skill in alphanumeric 10-key data entry at 150 keystroke per minute.

REQUIRED TRAINING AND EXPERIENCE

- Completion of a two-year diploma with a concentration in accounting or the third level of CPA program.
- Two years of directly related job experience.