Class No.:	
Original Date:	
Revision Date:	October 1999 Revisions: December 2005 December 2014 February 2022
Pay Group:	24

CLASS SPECIFICATION

SUPERVISOR, ACCOUNTS PAYABLE

NATURE AND SCOPE OF WORK

This is accounting and supervisory work. The incumbent in this position is primarily responsible for overseeing the accounts payable function for the University and for the supervision of accounts payable staff. Duties of the position include researching and resolving outstanding accounts payable items, maintaining the computerized accounts payable function, and assisting in the closing of the month end and yearly ledgers. The incumbent reports to the Manager, Accounting Services.

ILLUSTRATIVE EXAMPLES OF DUTIES

- Supervises the accounts payable staff including participating in selection committees, reviewing work, scheduling work, training and orientation for new staff and drafting probation reports before sending to the one up manager for final review.
- Monitors, researches and resolves any outstanding accounts payable items. Works closely with vendors, employees, accounting services, banks, etc. to resolves unusual and unique accounts payable situations as necessary.
- Respond to, and investigate as required, queries or concerns raised by staff or vendors.
- Ensures financial control, integrity, adherence to Board policy, and accurate recording with respect to the accounts payable function.
- Maintains and monitors the computerized accounts payable function including weekly posting of batches and integrations into Dynamics GP. Recommends changes and enhancements to systems to Manager, Accounting Services as necessary.

- Accountable for the purchase order system for payment purposes. Classifies, reviews and follows up on any outstanding purchase commitments.

- Prepares data entry and monitors quality control of all void cheque entries. Also responsible for correcting any coding errors through the accounts payable sub ledger.

- Closes the monthly and yearly accounts payable sub ledger. Prepares reports and schedules for auditors.

- Prepares and issues certain University T4A slips during tax season.

- Prepares, coordinates and completes financial reports on a daily, weekly, monthly and annual basis (e.g. daily voucher transactions, weekly cheque payments, monthly management report adjustment; annual pre-paid and accruals).

- Reconciles various significant accounts (billing and payments of the pcard program, mobile phone accounts and online supplies orders) on a monthly, quarterly and annual basis.

- Manage the payment process including cheques, EFTs (direct deposit), and wires to ensure approvals and payments are made within agreed upon timeframes.

- Prepares recommendations for the Manager, Accounting Services on policy matters and advises when issues need review. Plans and reviews procedures and implements changes as approved by the Manager, Accounting Services.

- Accounts Payable subject matter expert for the implementation of new systems and process improvements. Works cross-functionally and collaborates with other departments to reach common goal.

- Maintain standard operating procedures and training manuals for all accounts payable processes.

- Ensures that all cheque printing supplies are maintained at appropriate levels including critical cheque stock, MICR ink, envelopes, etc.

- 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).

- Performs duties related to the qualifications and requirements of the position.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Thorough knowledge of bookkeeping and the ability to recognize and follow up anomalies promptly and with minimal supervision.

- Thorough knowledge of office methods and procedures and data processing operations related to accounting.

- Thorough knowledge of departmental and Capilano University Board financial policies and procedures, rules and regulations.

- Thorough knowledge of GST/PST policies, rules and regulations as it pertains to an educational institution.

- Thorough knowledge of spreadsheet applications.

- Thorough knowledge of the Dynamics GP accounting systems, with special emphasis on accounts payable functions.

- Considerable knowledge of generally accepted accounting principles.

- Working knowledge of word processing and database applications.

- Working knowledge of purchasing procedures.

- Ability to plan, schedule, assign, supervise and review the work of other employees to effectively meet deadlines.

- Ability to provide on-the-job training and orientation.

- Ability to independently investigate and resolve issues and discrepancies within the scope of this class specification.

- Ability to maintain sustained attention to detail in checking and recording financial transactions.

- Ability to make accurate arithmetical calculations with speed and accuracy, and to control and balance varied accounts.

- Ability to understand and follow complex oral and written instructions and communicate information effectively.

- Ability to plan and coordinate simultaneous projects with minimal direction and to work well under pressure.

- Ability to analyze data and present results in a standard format. Ability to independently investigate and resolve issues and discrepancies within the scope of this class specification.

- Ability to establish and maintain effective working relationships with co-workers, administration, faculty and staff employees, students, external agencies and members of the general public.

- Ability to maintain confidentiality and handle sensitive issues with tact and diplomacy

- Ability to maintain attention to detail with constant interruption.

REQUIRED TRAINING AND EXPERIENCE

- Completion of a four-year bachelor's degree with a concentration in accounting
- CPA Designation is an asset
- Three years of directly related job experience, including demonstrated supervisory experience.

REQUIRED LICENSES, CERTIFICATES AND REGISTRATIONS

None.