UNIVERSITY OF VICTORIA
CUPE LOCAL 951 POSITION DESCRIPTION

JOB: Clerk/PB7

TITLE: Accounts Payable Clerk

DEPARTMENT: ACCT-Treasury Services-Accounts Payable Unit

POSITION NO: 993490, 997854, 997855, 997921, 997934, 997935

SUPERVISOR: Accounts Payable Supervisor

LAST UPDATED: Jan 2013

SUMMARY: (Provide a brief summary of the primary functions and purpose of the position)
Working as part of a team, the Accounts Payable Clerk is responsible for performing any combination of reviewing, verifying, auditing, reconciling and posting of invoices, requisitions and expenses in accordance with legislation, taxation, policy and accepted practice on behalf of UVic and its agencies. Issuance of physical and electronic payments maintaining acceptable customer service levels and ensuring financial data entered and maintained within the accounting system is accurate.

MAJOR RESPONSIBILITIES AND DUTIES: (In order of importance to a maximum of 8)

1. Responsibility: Review, prepare and initiate all non-payroll payments for the University

Duties:
   a. Review supplier invoices, travel and expense claims, payment requisitions and other source documents for accuracy in details, amounts, signing authority, cost centres and classification coding, supporting references and documentation, taxation, tax reporting and compliance to UVic policies and governmental regulations
   b. Complete foreign fund payment transactions via wire, draft and ACH functionality
   c. Verify accuracy of all electronic e-bills and e-feeds, supplementing and manipulating data files to meet system requirements and load to the payment system
   d. Relieve encumbrances relating to PO’s, AGR’s, general encumbrances (scholarships, awards, service contracts, rents, etc) and arrange to finalize/extend commitments as required
   e. Apply technical coding to documents and data enter to Banner AP module to trigger appropriate reporting, workflows, taxes, rebates and payment type
   f. Reconcile data entry against source documents and verify batch details to edit reports in preparation for payment creation, resolve discrepancies and create payments
   g. Review requests for stop payments, payment reissues, etc and transact as required

2. Responsibility: Maintain Accounts Payable database and other supporting systems files

Duties:
   a. Maintain vendor records using data rationalization and standardization; adding new master files to Banner as required and requesting amalgamation of records where necessary
   b. Scan and index documents for electronic distribution to account holders for approval through APReply workflow and for display through FAST Finance Reporting
   c. Administer allocations, tracking and processing of claims against centrally held professional
development fund accounts, reconcile data from subledger to GL and create reports
d. Follow up on unpaid or late invoices and clearing of vendor credit balances; request refunds from vendors or apply credits as necessary, reconcile supplier statements
e. Assist in special projects and software upgrade testing as assigned from time to time
f. Maintain physical and electronic filing systems in accordance to AP practices, information security and audit requirements

3. Responsibility: Provide effective customer service to suppliers, faculty, staff and students with respect to accounts payable procedures and transactions

Duties:
a. Monitor and coordinate payment activities by communicating effectively with supply management, vendors, UVic departments and others as required to ensure University payment obligations are being met in a timely and professional manner
b. Assists internal and external customers of AP with inquiries via phone, email and in person, clarifies or escalates to effectively resolve matters

4. Responsibility: Support Accounts Payable team mates and other Treasury Services units as required

Duties:
- Provide back-up support and assistance to other Accounts Payable team members or teams; rotational coverage for reception/deposit clerk as necessary

REQUIRED QUALIFICATIONS:

Skills:
- Excellent verbal and written communication skills in English; able to effectively communicate about accounts payable matters with people with varying levels of financial knowledge
- Organized, detail-oriented and able to employ excellent time management skills to meet deadlines in a high volume office
- Self-motivated and able to work effectively as part of a team in a dynamic work setting
- High level of accuracy in performing calculations, data entry and reviewing of details
- Good working knowledge of MS Office, integrated accounts payable software (preferably Banner), Outlook and general business equipment

Specialized Knowledge/Education:
- Very good understanding of the application of: GST/PST/HST
- GAAP in relation to expense recognition and recording; equivalent to level 1 accounting courses
- Income reporting and withholding requirements under T4A, T4A-NR, NR4 and T5 legislation

Experience:
- Minimum 2 years experience working in a larger organization within Accounts Payable
- Experience interpreting policies as they relate to Accounts Payable, Purchasing and cash management
- Exposure working with an ERP system, preferably Banner/FAST or other modular applications

Employee's Signature: Date:

Supervisor's Signature: Date: