

483 ACCOUNTS PAYABLE

Identifying Information

Position Title: Accounts Payable

Classification Title: Support Staff

Department: Central Office

Reports to: Assistant Secretary Treasurer/ Controller

Position Supervises:

Position Summary

The Accounts Payable refers to a person employed by the Board and assigned to the School Division office to provide accounting services to the Board and other duties as may be assigned by the Assistant Secretary Treasurer/Controller.

Qualifications

1. Certificate in office administration or accounting.
2. Knowledge of general accounting principles, regulatory standards and compliance requirements.
3. General math skills.
4. Strong written and oral communication skills.
5. Strong understanding of and ability to use the accounting routing and tracking software.

Major Duties and Responsibilities

1. Provides an effective and efficient purchasing/payables operation for the Division.
2. Reviews, codes, and enters purchase orders from approved requisitions.
3. Reviews all approved invoices and enters for payment.

4. Processes computerized cheque run and distributes cheques.
5. Prepares manual cheques from approved requests.
6. Prepares \$US drafts.
7. Prepares monthly report of cheque-run totals.
8. Maintains an accurate filing system of all completed payments.
9. Other duties as assigned.

References

Section 33,52,53,55,68, 198,199, 204, 205, 222,225 Education Act
Employment Standard Code
Labour Relations Code
Occupational Health and Safety Act
Freedom of Information and Protection of Privacy Act

History

Developed: August 2003
Amended: September 2020