

UNIVERSITY COLLEGE OF THE FRASER VALLEY

SUPPORT STAFF POSITION DESCRIPTION

<u>Position Title</u>	<u>Number</u>
Officer, Accounts Payable	590.8
<u>Department & Division</u>	<u>Date Classified</u>
Finance - Finance & Employee Services	April 11, 2001
<u>Title of Immediate Supervisor</u>	
Manager of Accounting Operations	
<u>Positions Supervised</u>	
None	
<u>PURPOSE</u>	
Under the general direction of the Manager of Accounting Operations and following established procedures, ensures accurate processing of invoices for timely payment. Prepares and monitors Accounts Payable documentation, performs various reconciliations.	

DUTIES & RESPONSIBILITIES

Processes invoices (i.e. employee expense claims, petty cash reimbursements, bookstore and library invoices) and requests for student and miscellaneous fee refunds. Initiates collection of credit notes. Checks for accuracy, validity and completeness of coding and approval of information; submits requests for payments made to individuals, such as employee expense claims, to the Manager of Accounting Operations for approval; codes invoices for data entry by Accounts Payable Clerk.

Processes invoices for Purchase Orders by receiving packing slips and receiving documents, verifying prices, quantities and products; records invoice number and dollar total on Purchase Order; Consults with the Senior Buyer to resolve discrepancies related to Purchase Orders.

Processes invoices for Purchase Orders on-line by matching each line item for quantity, price, taxes and dollar amount committed; Exercises discretion in amending P.O.'s and blanket P.O.'s, processing invoices to close P.O.'s, manually adjusting and overriding P.O.'s, correcting tax details on P.O.'s.

Confirms GST on invoices and expense claims to ensure it complies with federal regulations. In case of discrepancy, contacts the GST agency and makes necessary adjustments.

Co-ordinates Accounts Payable work-flow with Accounts Payable/General Accounting Officer to ensure vendor invoices are processed and paid within stated terms to prevent interest charges; trains the Accounts Payable/General Accounting Officer on processing of invoices.

Ensures various T4A and public bodies data is set-up and input correctly to ensure accurate system reports.

Reviews the invoice selection report to initiate payment.

Liaisons with Admissions & Records, Payroll/HR to resolve duplicate identification issues to maintain an accurate database in the integrated information system.

Provides written and oral communication to staff & faculty, students, and suppliers with regards to internal and external enquiries related to the status of vendor accounts and transactions on departmental reports.

Responsible for various banking duties, such as daily down-loading bank information, processing various electronic payments and stop payments, processing foreign currency drafts, ordering coin and collecting various correspondence from the bank.

Monitors and follows up outstanding advance payments and ensures the procedure for processing and clearing advances in executed correctly. Ensures that the procedure for removing zero account balances from the invoice selection report is executed.

Monitors payments for Contracted Services and maintains a file on all current outstanding "Provision of Contracted Services Documentation" required by federal regulations.

Prepares and reconciles monthly corporate Visa payment
-miscellaneous clearing account
- advance report
- GST remittances by calculating and completing the necessary forms using a spreadsheet computer program.

Prepares journal entries related to accounts payable

Sets-up and maintains - lease schedule and payments
- automated payroll payments/remittances
- petty cash and float requests
- signing authority list - requests new authorizations as needed
- accurate vendor history which ensures previous vendor history is converted to any new vendor identification
- vendor files, including setting-up all new employees, changing names and addresses for individuals/companies, and changing the tax status.

Co-ordinates the use of the Central Control Desk with Payroll to ensure Trust and General cheque run deadlines are met; evaluates need for special cheque runs.

Responsible for annual production of - Public Bodies report and reconciliation
- Accounts Payable T4A report
- Detailed Report of Accrued Expense

Participates in the testing of version upgrades of the institution's integrated information system.

Performs other related duties as required.

QUALIFICATIONS

Education & Training

High school graduation supplemented with completion of 1 year of recognized accounting course (i.e. CGA, CMA or CA) or 10 months completed in a Business Management program.

Experience

Two to three years of related accounts payable experience. An equivalent combination of education and experience is acceptable.

APPROVED: _____
Dean

Date

Approval of Rating Team: _____
FSA

Mgmt.