
CUPE 1287

Job Title:	Accounts Payable Clerk		
Job Opening Id:	33441	# Required:	1
Business Unit:	Corporate Services	Division:	Financial Management & Planning
Location:	Headquarters Campbell West	Standard Hours:	35.00 / week
Full/Part Time:	Full-Time	Regular/Temporary:	Temporary
Salary Grade:	8	Salary Range:	\$ 27.61 - \$ 29.19
Pot Date:	2022-08-31	Close Date:	2022-09-07

Approximate Duration: 18 months

As an employer of choice, Niagara Region offers competitive salaries and benefits, a defined benefit pension plan, a corporate wellness centre, access to the Employee and Family Assistance Program (EFAP), mentorship and training programs, employee recognition programs, and more. In addition, the Region recognizes the value of having flexible work arrangements including hybrid work arrangements to support better work-life balance for our employees. Where operational needs align, and while ensuring business requirements and customer service expectations are achieved, employees may have an opportunity to work within a hybrid model, combining working from home and working in the office..

Serving a diverse urban and rural population of more than 475,000, Niagara Region is focused on building a strong and prosperous Niagara. Working collaboratively with 12 local area municipalities and numerous community partners, the Region delivers a range of high quality programs and services to support and advance the well-being of individuals, families and communities within its boundaries. Nestled between the great lakes of Erie and Ontario, the Niagara peninsula features some of Canada's most fertile agricultural land, the majesty of Niagara Falls and communities that are rich in both history and recreational and cultural opportunities. Niagara boasts dynamic modern cities, Canada's most developed wine industry, a temperate climate, extraordinary theatre, and some of Ontario's most breathtaking countryside. An international destination with easy access to its binational U.S. neighbour New York State, Niagara attracts over 14 million visitors annually, as well as a steady stream of new residents and businesses.

Please note that the Niagara Region requires that all newly hired employees are to be fully vaccinated against COVID-19 as a condition of being hired and provide proof of full vaccination, or provide proof of a bona fide medical or Human Rights Code exemption on a form issued from and approved by Niagara Region.

JOB SUMMARY

Reporting into the Accounting Services team, the Accounts Payable Clerk is an integral member of the Niagara Region Accounts Payable Team, delivering a high level of customer service and support to internal and external partners. This position is responsible for providing departmental support in issuing timely payments, while ensuring compliance with related Provincial and Regional policies.

QUALIFICATIONS**EDUCATION**

- 2 Year Post-secondary diploma in accounting, finance or other related field of study.
- An equivalent combination of education and experience may be considered.

KNOWLEDGE/EXPERIENCE

- Minimum 1 year of experience performing accounts payable processing and customer service duties.
- Experience with PeopleSoft Financials or an advanced ERP system is preferred.
- Experience with other financial sub-systems (i.e. Yardi, SAMS) is an asset.
- Experience in a municipal or large scale accounting environment is preferred.
- Must possess an understanding of Finance related policies and procedures.
- Demonstrated ability with Microsoft Office suite is required, including an intermediate level in Word and Excel.

SKILLS

- Must possess strong analytical and problem solving skills.
- Must possess strong technical troubleshooting skills.
- Strong customer focus with a flexible and cooperative approach.

- Organizational and time management skills with the ability to meet deadlines.
- Excellent communication skills (oral and written).
- Ability to prioritize and manage competing demands.
- Ability to maintain confidentiality of sensitive information.
- Ability to work in both independently and as part of a team.

SPECIAL CONDITIONS

- In accordance with the Corporate Criminal Record Check Policy, the position requires the incumbent to undergo a Criminal Records Check and submit a Canadian Police Clearance Certificate.
- Must maintain ability to travel in a timely manner to other offices, work locations or sites as authorized by the Corporation for business reasons.

To view the full job description and requirements, visit our Careers page - **Job Opening # 33441**

Uncover the wonder of the Niagara Region and join a team dedicated to meeting tomorrow's challenges.....today!

Let us know why you would be an excellent team member by submitting your online application **no later than September 7, 2022** before midnight by visiting our 'Careers' page at www.niagararegion.ca. We thank all candidates for their interest however, only those candidates selected for an interview will be contacted.

If you require an accommodation for the application process in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, the alternate formats for contacting us are as follows:

- Email: myhr@niagararegion.ca
- Phone: 905-980-6000 or 1-800-263-7215
- Bell Relay: 1-800-855-0511
- In-person: Sir Isaac Brock Way, Thorold, ON, L2V 4T7 – Human Resources Department