



City of Oshawa, located just a short 30-minute drive from Toronto, is a progressive city of 172,000 people and is the economic engine of the eastern Greater Toronto Area. Our strategic pursuit of sustainable growth, excellent community service delivery and co-operative partnerships have enhanced our quality of life advantage, while maintaining a strong commitment to fiscal restraint.

Job Title: Temporary Full-Time Accounts Payable Clerk **Posting Number:** 003898

Department: Finance Services Department **Branch:** Finance Services

Location: City Hall **Eligible for Hybrid Work:** Yes

Posting Start Date: 2022/09/01 **Posting End Date:** 2022/09/12 by 4:30pm

Employment Group: CUPE 251 **Salary Grade:** 04, \$28.39 - \$31.56

Standard Weekly Hours of Work: 36.25 **Shift Work Required:** No

Job Description

Reporting to the Manager, Procurement & AP, or designate, be responsible for processing and controlling the computerized accounts payable function to ensure the timely release of cheques to vendors, employees, and external agencies. The City of Oshawa strives to provide an environment that cultivates and supports the following core values: Authenticity, Courage, and Trust (ACT).

Responsibilities

- Duties include preparing, investigating and processing all documents related to the accounts payable function
- Setting up new vendors in the computer and entering invoices for payment
- Liaising with Purchasing staff regarding price changes, discounts, unpaid invoice follow-up, errors in invoicing, etc.
- Responding to inquiries
- Performing other related duties as assigned

Requirements

- Demonstrated knowledge and skill of accounting and clerical practices and procedures normally associated with the completion of grade 12, with understanding of accounting functions, and a minimum of one (1) year of relevant experience in a computerized accounting environment; or have the equivalent combination of education and relevant accounting experience.
- Good mathematical and reasoning skills and an understanding of accounting functions.
- Ability to be accurate, while working under pressure in order to meet rigid deadlines.
- Established skills and experience using PC equipment and related software applications (e.g. Microsoft Word, Excel, Outlook, Peoplesoft).
- Ability to communicate courteously and effectively with vendors, staff and external agencies.
- Good customer service and interpersonal skills.
- Possess personal qualities of maturity, tact, discretion, and have a willing and co-operative attitude.

Please be advised that position location as noted is at the time of posting and is subject to change, as required due to operational needs.

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing may form part of the selection process.

Please apply online to this position at: <https://oshawa.jobs.net/en-CA/search>

All applicants are encouraged to provide a valid email address for communication purposes. Please ensure that you check your email regularly to receive any correspondence.

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The City of Oshawa promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The City of Oshawa encourages applications from women, Indigenous Peoples and persons of all cultures, ethnic origins, religions, abilities, ages, sexual orientations, and gender identities and expressions.

All City of Oshawa employees are required to be fully vaccinated against COVID-19 as a condition of employment; proof of vaccination status will be requested upon hire. The City of Oshawa will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. If you require an accommodation during the recruitment process or assistance with the application process please contact us at humanresources@oshawa.ca or 905-436-5666. Personal

information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.