

EMPLOYMENT OPPORTUNITY

Accounts Payable Clerk

Financial Management Services - CUPE Local 157

Summary of Duties:

Reporting to the Accounting Supervisor, the Accounts Payable Clerk is a key member of the City of St. Catharines' Accounting Team responsible for performing and carrying out daily accounts payable (AP) functions and operations towards helping the City achieve its strategic objectives. The Accounts Payable Clerk is also responsible for accurately processing all invoices (reviewing, reconciling, matching), ensuring appropriate approvals are in place, issuing payments in a timely fashion and maintaining the City's accounts payable records.

Duties and Responsibilities

(These set out the principal functions of the position, and shall not be considered as a detailed description of all the work requirements).

- Verifying that transactions comply with policies and procedures; verifying system tax classes; and communicating with internal departments to resolve discrepancies.
- Match and reconcile invoices against delivery reports and purchase orders for pricing, terms and receipt of goods in Finance System. Check details and accuracy of invoices and compile / organize all supporting documentation for payment processing.
- Prepare payments by reviewing and matching vendor information.
- Control, review, disburse and file all payments and documentation. Ensure all incoming vendor invoices have the appropriate department approvals in the Financial System.
- Create and process credit vouchers when a credit invoice is received from vendors.
- Reconcile accounts payable subledger by ensuring all AP entries are posted, reviewing AP balances in subledger (accruals and payments), running reconciliation reports for payables against purchase orders (POs) and vouchers, and providing comments where necessary.
- Support the Accounting Supervisor by running daily queries / reports of AP transactions and performing a month-end checklist to ensure all AP transactions are reconciled.
- Monthly and year-end reporting and reconciliation of various accounts (such as: Suspense Accounts, Prepaid Expenses, Accruals, Vendor Holdbacks, etc.)
- Act as the first line of customer service in responding to vendor queries regarding outstanding invoices, as needed.
- Perform other related duties as assigned.

Position Requirements:

- Two (2) year college diploma in accounting, finance, business, purchasing, administration or related field.
- Three (3) months experience in an accounting, bookkeeping and/or purchasing role.
- Previous experience with PeopleSoft Financials or an advanced Enterprise Resource Planning (ERP) system, specifically utilizing the Accounts Payable or other finance module(s), is preferred.
- Keen attention to detail and accuracy, specifically with respect to financial information and data.
- Strong ability to organize workload under limited supervision, prioritize competing tasks

and meet established deadlines.

- Knowledge of HST legislation, sales tax application, and rebates and input tax credits.
- Ability to work collaboratively and show willingness to work effectively in a team setting.
- Good working knowledge of accounts payable and experience handling records and accounts.
- Ability to maintain confidentiality of sensitive information.
- Strong operational and functional knowledge of Microsoft Office Suite, including Outlook and Excel.
- Proven completion of Ministry of Labour Worker Health and Safety Awareness training.
- A demonstrated commitment to enhancing a safety culture.

CUPE 157 Pay Group 5 – Minimum \$51,389 annually; Maximum \$57,199 annually

Expected Work Location: City Hall, 50 Church Street

Hours of Work: Currently Monday-Friday 8:30am-4:30pm.

Applications will be accepted online at www.stcatharines.ca/jobs.

Applications received any other way will not be accepted.

The City of St. Catharines is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Division to ensure your accessibility needs are accommodated throughout this process.