



**The Corporation of the City Of Brantford
Finance**

requires

Accounts Payable Clerk (Contract up to 12 Months) Job ID #2044

Situated on the picturesque Grand River, the City of Brantford is a rapidly growing community of over 100,000 residents, located in the heart of Southern Ontario with direct access to Hwy. 403 and is in close proximity to the GTHA, Waterloo and Niagara regions. As a single-tier municipality, Brantford is responsible for the full spectrum of municipal service areas. We invite you to join our #TeamBrantford corporate culture with many progressive initiatives, including our Work from Home arrangement. The City is committed to the professional development of our staff and invite you to come, grow with us!

Reporting to the Senior Financial Analyst Accounting, the Accounts Payable Clerk is responsible for entering accounts payable invoices into the City's ERP System, JD Edwards. This position will maintain and file accounts payable backup documentation using a central filing system. Further, the position will also transfer/retrieve records and respond to inquiries from the Customer Call Centre. The Accounts Payable Clerk reviews and posts accounts payable invoices entered into JD Edwards by other city departments as well as other AP staff. Other duties include but are not limited to reviewing invoices and corporate purchasing card reconciliations for compliance to City policies and procedures, contacting vendors for Direct Deposit information when required, responding to inquiries from the generic AP mailbox, reviewing employee expense claim forms, petty cash requisitions and employee advance requests for completeness, providing data entry functions, excel spreadsheet maintenance as well as the processing of Corporate accounts through an excel format, as well as records management.

QUALIFICATIONS

- Applicants must have successfully completed a 2 year diploma in Business, preferably in Accounting
- Applicants must have a minimum of two (2) years' work experience in an accounting department or the equivalent
- Proficiency in computer software programs including Word and Excel, data entry skills are essential
- Working knowledge of JD Edwards software is asset
- Applicants must possess the ability to perform the duties with a high level of accuracy within an established timeframe. Time management skills are fundamental to this position.
- Proven ability to prioritize workload is also essential to this position
- Proven written and oral communication and customer service skills are required as well as the ability to work as a member of a team
- Applicants may be required to undergo skills assessment/testing

WAGE/SALARY RANGE: \$31.07 to \$33.05 per hour (35 hours per week).

To apply on-line, please visit the City of Brantford website at <https://careers.brantford.ca/> and click on **Current Opportunities**.

Closing date for applications: **Thursday, April 11, 2024, at 4:30 p.m.**

Information gathered relative to this position will only be used for candidate selection.

We thank each applicant for taking the time and effort to submit your resume, however, only candidates to be interviewed will be contacted. Our organization is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services. Accommodations are available for all parts of the recruitment and selection process. Applicants need to make their required accommodations known in advance.