



*A progressive city of 187,800 people located just a short 30-minute drive from Toronto, the **City of Oshawa** is one of Canada's fastest growing communities that is exceptionally positioned to live, work, learn and invest. Its strategic pursuit of sustainable growth, excellent community service delivery and cooperative partnerships have enhanced its quality of life advantage, while maintaining a strong commitment to financial stewardship.*

**Job Title:** Regular Full-Time Accounts Payable Administrator

**Posting Number:** 005101

**Department:** Corporate & Finance Services

**Branch:** Finance Services

**Location:** City Hall

**Posting Start Date:** 2024/11/28

**Posting End Date:** 2024/12/09 by 4:30p.m.

**Employment Group:** CUPE 251

**Salary Grade:** 06, \$34.21 - \$37.99

**Standard Weekly Hours of Work:** 36.25

**Shift Work Required:** No

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## **Job Description**

Reporting to the Supervisor of Financial Services, or designate, be responsible for providing financial administrative and clerical services. This includes processing and monitoring payments to suppliers, employees, and external agencies through PeopleSoft Procure-to-Pay System.

### **Responsibilities:**

- Preparing, investigating and processing invoices for payment in accordance with established policies, procedures, and guidelines
- Utilize the PeopleSoft procure-to-pay system to match invoices with purchase orders and receiving documents
- Setting up new vendors

- Perform various administrative duties, including release of Accounts Payable payments
- Support and demonstrate the City of Oshawa core values of Authenticity, Courage, and Trust

**Requirements:**

- Demonstrated knowledge and skill of generally accepted accounting principles normally associated with completion of a three (3) year Business Administration Diploma (with an accounting specialty), and two (2) years of year recent experience in a computerized Accounts Payable environment that processes a high volume of payment documents; or have an equivalent combination of education and relevant experience
- Good mathematical, reasoning, and analytical skills and an understanding of accounting functions as they pertain to Accounts Payable
- Established skills and experience using PC equipment and related software applications (MS Office Suite, Outlook, Adobe and PeopleSoft Financials)
- Ability to be accurate and meet strict deadlines in a fast paced, high volume environment
- Strong written, verbal and customer services skills and ability to work effectively with all levels of management, staff and vendors
- Possess personal qualities of maturity, tact, discretion, and have a willing and co-operative attitude

This position is eligible for hybrid work.

Apply online: <https://oshawa.jobs.net/en-CA/search>

As a condition of employment, the City of Oshawa will require successful candidates to undergo a Criminal Records and Judicial Matters Check.

**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.

*The City of Oshawa is situated on lands and waters within the Williams Treaties Territory, home to seven First Nation communities of the Michi Saagiig and Chippewa Anishinaabeg, who have cared for and maintained these lands from time immemorial and continue to do so to present day. [Learn more](#)*

*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.*

*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 Human Resource Services. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.*