

Job Title: Accounts Payable Clerk

Requisition ID: 3214

Affiliation: CUPE Municipal

Position Type: Temporary Full Time

Fixed Term Duration: Approximately two (2) months

Number of Openings: 1

Bi-weekly Working Hours: 70 hours bi-weekly

Shift/Work Schedule: Monday to Friday

Department/ Branch: Accounting Services, Accounts Payable & Clerical

Job Location: Fort McMurray

Pay Level: PL7

Rate: \$ 43.77

COLA: Bi-Weekly - \$480

Posted (dd/mm/yyyy): 14/12/2024

Closing Date (dd/mm/yyyy): 22/12/2024

Posting Type: Internal and External

GENERAL DESCRIPTION:

Under general supervision, the Accounts Payable Clerk ensures that accounts payable liabilities are reviewed for accuracy and promptly processed to ensure that payment of general commitments are made with the agreed terms.

RESPONSIBILITIES:

- Responsible for processing all vendor invoices on a timely basis into the municipality's accounting system (SAP) and reconciling all vendor statements.
- Confirms that the correct documentation is received and uploaded correctly into the financial accounting system and follows up with the Procurement team as required.
- Reviews Labour, Equipment, Material (LEM) invoices for mathematical accuracy, valid coding, and approval.
- Confirms the accuracy of capital invoices in relation to purchase orders.
- Responsible for the processing of all employee expense claims in conjunction with the administrative procedure.
- Maintains spreadsheets for various accounts payable reports.
- Responds to internal and external accounts payable enquiries, including assisting co-workers with the interpretation of policies and procedures ensuring compliance.
- Performs other related duties as required.

QUALIFICATIONS

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to accurately and expeditiously enter data, proofread, and identify data processing errors efficiently.
- Ability to work with minimum supervision using initiative and judgement in dealing with deadlines, workload, and uncertain situations.
- Proven ability to communicate clearly, timely, and accurately, in writing and verbally.
- Ability to exercise confidentiality and discretion with client and/or municipal documents and information.
- Ability to develop and maintain cooperative working relationships with others.
- Demonstrable skills in general mathematics and numeracy.
- Proficiency with computer-based accounting systems and Microsoft Office (Excel, Word, and Outlook) is required.
- Ability to organize own workload, adapt quickly to change, and deliver under pressure of deadlines.

EDUCATION AND EXPERIENCE:

- Certificate in Business Administration or Accounting is required.
- Three (3) years of directly related accounts payable experience is required.
- Specialization in accounting, completion of the first level of a professional accounting designation program, and experience with ERP information systems (i.e. SAP) are assets.

OTHER REQUIREMENTS:

- Submission of a Criminal Record Check.

SAFETY:

As an employee of the Regional Municipality of Wood Buffalo, the incumbent is responsible for understanding and actively participating in the RMWB's health and safety management system, including all policies, practices, procedures, as well as properly utilizing all control measures including the required use of personal protective equipment. All employees must take reasonable care to protect the health and safety of themselves and others, as well as immediately report any concerns, near misses, incidents, and hazardous conditions to their supervisor.

**To apply: Please visit our website at jobs.rmwb.ca
Current employees must apply through the internal careers site.
We appreciate the interest of all applicants; however, only those individuals
selected for interviews will be contacted. Late applications will not be accepted.**