

Job Title: Accounts Payable Analyst

Requisition ID: 3283

Affiliation: CUPE Municipal

Position Type: Permanent Full Time

Number of Openings: 1

Bi-weekly Working Hours: 70 hours bi-weekly

Shift/Work Schedule: Monday to Friday

Division/Department: Corporate Services, Accounting Services

Job Location: Fort McMurray

Pay Level: PL9

Start Rate: \$ 46.61

Permanent Rate: \$ 54.75 (Permanent rate effective after completion of probation)

COLA: Bi-Weekly - \$480

Posted (dd/mm/yyyy):14/02/2025

Closing Date (dd/mm/yyyy): 02/03/2025

Posting Type: Internal and External

GENERAL DESCRIPTION:

Under general supervision, the Accounts Payable Analyst ensures that accounts payable liabilities are analyzed for accuracy and promptly processed to ensure that payment of general commitments are made to the agreed terms and assists with any escalated vendor invoices/payments.

RESPONSIBILITIES:

- Analyze and accurately validates all vendor invoices and account reconciliations.
- Conduct analysis of goods and invoices received on an ongoing basis.
- Assist in the maintenance of the accounts payable ledgers by checking invoices, requisitions, accounts, orders, and the distribution of charges, and preparing monthly and annual summaries.
- Consistently review and confirm correct general ledger and cost centers are submitted to prevent errors.
- Reconcile general subledger accounts on a monthly basis.
- Provide training and support to accounts payable clerks.
- Process accounting data, edit output, and prepare data for cheque writing function.
- Prepare routine journal entries and year end accrual entries for processing.
- Verify accuracy of payments and reimbursements to employees, council, vendors, and members of the public.
- Interpret, communicate, and assist municipal staff to ensure compliance with all policies and directives.
- Prepare, maintain, and provide recommendations for improvements to process documents related to accounts payable.
- Perform other related duties as required.

QUALIFICATIONS

KNOWLEDGE, SKILLS, AND ABILITIES:

- High degree of attention to detail and ability to accurately and expeditiously enter data, proofread data, and identify data processing errors efficiently.
- Ability to gather and sort large volumes of data to prepare analysis and recommendations.
- Ability to work with minimum supervision using initiative and judgement in dealing with deadlines, workload, and uncertain situations.
- Proven ability to communicate effectively, both verbally and in writing.
- Ability to exercise confidentiality and discretion with client and/or municipal documents and information.
- Ability to develop and maintain cooperative working relationships with others.
- Ability to organize own workload, adapt quickly to change, and deliver under pressure of deadlines.

- General math and numeracy skills.
- Demonstrable proficiency in the use of computer-based accounting systems and Microsoft Office (Excel, Word, and Outlook).
- Knowledge of municipal accounts payable operations is an asset.

EDUCATION AND EXPERIENCE:

- Diploma in Business Administration or related Accounting diploma program, combined with four (4) years of experience in a computerized accounting environment to include two (2) years of experience in invoicing, advanced SAP accounts payable use, and reconciliation of accounts.

OR

- Certificate in Business Administration or Accounting, combined with five (5) years of experience in a computerized accounting environment to include two (2) years of experience in invoicing, advanced SAP Accounts Payable use, and reconciliation of accounts.
- First level of a professional Accounting designation program is an asset.

OTHER REQUIREMENTS:

- Submission of a Criminal Record Check is required.

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.**