



# BUILD A CITY. BUILD A FUTURE.

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## Accounts Payable Coordinator

*As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation. City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city - and their careers - forward.*

*Recognized as a Top Employer year after year and distinguished as the only municipality to be named among Canada's Most Admired Corporate Cultures, the City of Surrey is constantly looking for talented professionals and innovators who are ready to help us build a world-class city.*

### SCOPE

The Accounts Payable Coordinator is responsible for efficiently and effectively supervising the day-to-day operations of the accounts payable section. This role plays a key part in ensuring compliance with financial policies, implementing process improvements, and providing supervision to the accounts payable team. The incumbent works under the direction of an exempt Manager and acts as a liaison between Finance, internal departments, and external vendors.

### EMPLOYMENT STATUS

Union - CUPE Local 402 – Regular Full-Time

### RESPONSIBILITIES

As the successful candidate, you will:

- Supervise accounts payable staff, including assigning tasks, scheduling, reviewing work for accuracy, and providing training and direction.
- Oversee the full cycle of accounts payable processing, ensuring compliance with internal policies and relevant tax codes (GST/PST).
- Prepare and analyze detailed reports such as aged payables and outstanding obligations.
- Identify inefficiencies in accounts payable processes and support implementation of approved improvements.
- Contribute to the development of operational guidelines, procedures, and staff training documents.
- Submit payment batches for review and approval, ensuring accuracy and timeliness.
- Provide professional accounting support including reconciliations, advisory services, and assistance in preparing year-end working papers and financial statements.
- Recommend and support internal controls and procedural improvements related to payments and procurement.
- Act as a key contact for resolving escalated vendor issues and coordinating with internal departments.
- Deliver presentations and assist with staff coordination and training initiatives across the division.
- Ensure compliance with the City's Purchase and Expenditure Bylaw and procurement standards.
- Perform other related duties as required.

## QUALIFICATIONS

- Completion of Grade 12 and a bachelor's degree in a relevant field.
- Successful completion of Core and Elective Modules 1 and 2 of the Chartered Professional Accountant (CPA) Program.
- Minimum two years of related accounting experience, including supervisory experience.
- An equivalent combination of education and experience may be considered.

Additionally, you will have:

- Sound knowledge of accounts payable procedures, reconciliations, and accounting standards.
- Sound understanding of audit practices and accounting principles.
- Familiarity with public sector budgeting processes and municipal financial practices.
- Exemplary communication skills, both written and verbal.
- Demonstrated leadership skills, including the ability to supervise and train staff.
- Strong interpersonal skills with the ability to maintain effective working relationships with internal teams, vendors, and the public.
- Knowledge of applicable municipal policies, standards, bylaws, and relevant legislation, including the Municipal Act and business law.
- Ability to deal tactfully and professionally with the public.

## OTHER INFORMATION

Hourly Rate: \$45.61 (2024 rate)

Steps	Hourly Rate
Step 1	\$45.61
Step 2 (6 Months)	\$47.52
Step 3 (18 Months)	\$49.52
Step 4 (30 Months)	\$51.52

## APPLY

If you are interested in this opportunity, please apply at [www.surrey.ca/careers](http://www.surrey.ca/careers) Job ID 6745.