

Accounts Payable Clerk II (Temporary)

Job Requisition	JR-2026-84 Accounts Payable Clerk II (Temporary) (Open)
Job Family	CUPE
Start Date	2026-03-25
End Date	2026-04-09
Primary Posting	No
External Posting URL	https://vernon.wd10.myworkdayjobs.com/Vernon-Career_EXT/job/City-Hall-Building/Accounts-Payable-Clerk-II--Temporary-_JR-2026-84
Description	Internal Closing Date: Apr 2, 2026 External Closing Date: Apr 9, 2026 Note: Posting comes off at 12:00AM on the closing date, with the competition closing at 11:59pm the day prior. Hourly Rate: 41.17 Minimum Weekly Hours: 35

Temporary. Effective Immediately to July 10, 2026, subject to return of the incumbent.

Reporting to the Manager, Financial Planning, the Accounts Payable Clerk II position is responsible for ensuring accurate and timely processing of invoices for all departments. This position is essential in responding to vendor inquiries relating to invoiced goods or services; providing analysis on vendor accounts; vendor master maintenance and escalating incidents which are unusual or suspicious. The Accounts Payable Clerk II is relied upon as a subject matter expert for system upgrades; corporate and department projects; Accounts Payable control issues; process improvements recommendations; and is the key contact for departments.

Duties Include:

- Responsible for the timely distribution of invoices to appropriate departments for payment approval and coding.
- Responsible for ensuring all appropriate approval authorities have been met and all appropriate back up is provided according to policy prior to input of invoice for payment.
- Completes the coding and processing of Utilities invoices for the City of Vernon, ensuring appropriate approvals based on policy limits.
- Enters accounts payable source documents into the computerized accounting system and ensures batch is accurate and balanced.
- Backup for payment processing including preparation of computer cheques, files for electronic funds transfers (EFT), cheque register reporting, distribution of physical cheques, and distribution of EFT remittance notices on a weekly basis or as emergent manual payments are required.
- Subject matter expert for Accounts Payable modules within City's ERP system. This

- includes completing testing as new software upgrades are rolled out.
- Coordinates the distribution and receipt of monthly purchase card statements and processes in computerized accounting system.
- Provides guidance, training and advise to City departments regarding proper accounting procedures in alignment with purchasing policy and accounts payable policy and procedures.
- Ensures that all goods and services in relation to computerized purchase requisitions are received by the initiator prior to payment of invoices.
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- Oversees the maintenance of vendor master records including changes, additions and electronic funds transfer banking information.
- Provide input and participate towards policy, procedure and process updates which impact accounts payable
- Reviews and reconciles vendor statements for accuracy and discrepancies and follows up until discrepancy is resolved
- Updates and maintains procedure manuals on a regular basis.
- This position will provide backup to other Finance staff as required.
- Performs related work as required.
- All persons employed by the City of Vernon will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.

Required Education and Experience:

- Completion of a two-year Business Administration – Accounting diploma.
- Three years' experience with Accounts Payable within a computerized accounting system in a multi-divisional organization.
- A combination of related education and experience may be considered.

Required Knowledge, Skills and Abilities:

- Excellent interpersonal, customer service, and verbal and written communication skills are required.
- Ability to understand, interpret, operationalize and enforce City of Vernon policies and procedures.
- Knowledge of and ability to use various computer word processing, spreadsheet, databases and specialized accounting software.
- Ability to exercise courtesy and tact in exchange of information with other City employees, the public and suppliers.
- Effective organization, time management and multi-tasking skills to prioritize and complete work in an environment with high volume, while paying close attention to detail.
- Ability to produce neat and accurate work.
- Proficient with calculator (minimum 100 keystrokes per minute on number pad).
- Ability to withstand stress and pressure created by a high volume, deadline driven environment.

Preferred Education and Experience:

- Completion of a degree in Business Administration – Accounting.
- 2 year's experience in a municipal setting.

To Apply:

Please submit your resume, quoting the appropriate competition online at vernon.ca/careers by selecting "apply" and creating a candidate profile.

- Internal applicants are asked to apply using their worker profile.

By making application, you are authorizing the City of Vernon to verify, through whatever means deemed appropriate, any information included in your applicant profile.

The City of Vernon wishes to thank all applicants; however, only those candidates selected for an interview will be contacted. Please note that we are unable to accept phone calls regarding application status.

Worker Sub-Type	Fixed Term (Under 1 Year) (Fixed Term)
Location	City Hall Building
Time Type	Full time
Locations	
Supervisory Organization	Financial Planning