



BUILD A CITY. BUILD A FUTURE.



Clerk 3 – Accounts Payable

*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. **Build a City. Build a Future** at the City of Surrey*

SCOPE

As a Clerk 3 in the Accounts Payable section of the Finance Department, you will perform moderately complex and diversified clerical work in a team-oriented environment to meet established service levels. This role requires independent judgment and initiative within defined guidelines.

EMPLOYMENT STATUS

Union - CUPE Local 402 – Term (18 months)

RESPONSIBILITIES

- Process a variety of invoices, including complex purchase order transactions, ensuring accuracy and compliance with policies and procedures.
- Verify supplier information for both new and existing vendors in the system.
- Respond to inquiries from internal stakeholders and external suppliers via phone and email in a timely and professional manner.
- Monitor and apply available discounts from suppliers to ensure cost savings are captured.
- Reconcile supplier statements and resolve discrepancies promptly and accurately.
- Maintain accurate and organized record of transactions and supporting documentation in accordance with City policies and audit requirements.
- Collaborate with Purchasing and other City departments to provide excellent customer service and resolve issues.
- Assist with cheque pickups, phone inquiries, rejections, and shipping relief as required.
- Work closely with the Accounts Payable team to support departmental goals.

QUALIFICATIONS

- Completion of grade 12, supplemented by several courses in office administration or other related courses.
- Prior accounts payable experience is strongly preferred.
- Minimum two years of full-time experience in an office environment.
- accurate typing speed of 40 WPM.
- Have good knowledge of the department's operations and procedures, proficient computer skills and be able to perform related duties as required.

OTHER INFORMATION

Pay Grade: 12

Pay Steps	Hourly Rate
Step 1	\$32.26
Step 2 (6 months)	\$32.89
Step 3 (18 months)	\$33.77
Step 4 (30 months)	\$34.25

APPLY

If you are interested in this opportunity, please apply at <https://www.surrey.ca/about-surrey/jobs-careers> to Job ID 7282.