

ACCOUNTS PAYABLE ADMINISTRATOR

REPORTS TO: SECRETARY TREASURER

POSITION SUMMARY

To contribute to the smooth and efficient operation of the School Division Office so that it can provide positive impact on the support services of the Division, specifically in the areas of accounts payable and receivable, payroll general ledger and as assistant to the Secretary-Treasurer.

POSITION RESPONSIBILITIES

Without in any way restricting the generality of the foregoing, the Senior Accounting Clerk will:

- Maintain the Accounts Payable system from the purchase order stage through to the issuance of supplier payments;
- Maintains the division bulk purchasing system;
- Maintain the General Ledger, including the General Journal and compile and input adjusting entries;
- Perform monthly reconciliation to the General Ledger of Operating, Capital and Trust Bank Accounts;
- Reconcile Balance Sheet Accounts on a periodic basis;
- Prepare, print and distribute monthly financial statements and respond to inquiries from statement users;
- Perform general tasks in support of the Secretary-Treasurer's function at a level that enables the work-flow to continue in the absence of the Secretary-Treasurer;
- Become familiar with those aspects of the Operations Department that involves direct contact with the public to a level that enables the public to be served in the absence of the Operations Assistant;
- Supervise the Accounts Receivable function;
- Perform such other tasks as may be assigned from time to time.

POSITION DUTIES

1. Accounts Payable

- a) Process mail and distribute invoices to appropriate personnel for review and approval;
- b) Process purchase orders and requisitions produced at the Division Office level;
- c) Receive and input purchase order and requisition accounting copies;
- d) File purchase orders and requisitions and match to invoices in preparation for payment;
- e) Check invoices and account codes prior to input;
- f) Batch hydro, water, gas, and telephone bills in preparation for payment;
- g) Match Manitoba Textbook Bureau invoices to schools' purchase forms, code and prepare for input;
- h) Compile list of invoices to be paid;
- i) Produce and distribute accounts payable cheques;
- j) Maintain numerical file of all Division purchase orders.

2. Accounts Receivable

- a) Receipt moneys received at the Division Office code and input receipts;
- b) Prepare billings and invoices of a general nature, including third party billings for secondments, substitute costs, union personnel attending union events. etc.

3. General Support

- a) Perform general duties in support of the Secretary-Treasurer, such as preparation of spreadsheets, photocopying, distribution of mail, production of memos, letters, etc.

4. General Accounting

- a) Prepare monthly bank reconciliation on the general, payroll, capital and trust accounts,
- b) Reconcile operating and capital balance sheet accounts on a periodic basis as directed by the Secretary- Treasurer;
- c) Research and correct imbalances in the general ledger trial balance, and the operating, capital and trust balance sheets;
- d) Prepare standard journal entries and adjusting journal entries;
- e) Prepare detailed account analysis, as directed.
- f) Prepare payroll and general ledger bank reconciliation's and forward to Secretary Treasurer for completion/verification.

5.00 Payroll and Personnel

The incumbent is required to become familiar with the payroll and accounts receivable processes, including but not limited to:

- a) Processing of sub-teacher reports and preparation for input;
- b) Processing of bus drivers, custodial, maintenance and all other employee time sheets and preparation for input;
- c) Preparation and input of absent reports and all other miscellaneous payroll and human resources material;
- d) Recording of sick, vacation and leave accruals and usage;
- e) Preparation and distribution of payroll cheques;
- f) Maintenance of payroll direct deposit system;
- g) Posting of payroll accounts to the general ledger;
- h) Preparation and distribution of employment insurance records of employment;
- i) Preparation and distribution of employee absent reports;
- j) Input of employee data to the human resources system;
- k) Preparation of other payroll and human resources reports, surveys, statistics, etc.. as required;
- l) Act as liaison with employees and outside agencies on payroll related matters.

5. Professional Development

- a) Maintain membership in appropriate professional associations and participate in the activities and work of such associations, as well as other activities approved by the Secretary-Treasurer, so as to further personal professional development and thereby benefit the School Division;
- b) Attend other conferences, seminars, workshops and user-group meetings approved by the Secretary-Treasurer, for the purpose of updating systems and for personal professional development.

6. General

- a) Act as alternate signing authority for the Division in the absence of the Secretary-Treasurer;
- b) Perform other related duties that the Secretary-Treasurer may from time to time assign.