

TITLE	Accounts Payable Clerk	POSITION NUMBER	A6FB07
REPORTS TO	Accounts Payable Supervisor	POSITION GRADE LEVEL	B
HOME COMMUNITY	Baker Lake	POSITION TYPE	Indeterminate

PURPOSE	The Accounts Payable Clerk is responsible for the accurate and timely processing of various accounts payable transactions including invoices, expense claims, purchase orders, contracts, etc. Other responsibilities include responding to vendor and client inquiries, and consulting with departments on matters pertaining to respective accounts payable processing. All tasks must be completed in a timely and accurate manner to ensure proper expedient payments on accounts. Communicating effectively with vendors as well as with QEC departments is essential in producing proper results.		
PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> <li>• Draws, verifies, and posts payment cheques to appropriate vendors.</li> <li>• Receives and reviews cheque requests and other related documentation for completeness and compliance with policies, procedures, and contractual requirements.</li> <li>• Processes approved invoices for payment. Includes matching vendor invoices to purchase orders to ensure proper authorization.</li> <li>• Matches original invoices and requests for payment with internal purchase orders or cheque requests; performs calculations to determine appropriate payment schedules and amounts and makes modifications, as necessary.</li> <li>• Receive and stamp date vendor invoices from mail daily.</li> <li>• Account code vendor invoices that are not related to purchase orders and/or projects.</li> <li>• Maintains and files all vendor payments and expense reports.</li> <li>• Review all vouchers prior to computer input for correct coding and approval ensuring all appropriate backup is attached.</li> <li>• Input payroll liability information (provided by Human Resources) and generate cheques.</li> <li>• Input vendor invoices into Great Plains accounting system, print batch report; reconcile batch report to vendor invoices.</li> </ul>		
EDUCATION AND TRAINING	<ul style="list-style-type: none"> <li>• High school diploma.</li> <li>• Post-secondary education in office administration is an asset.</li> </ul>		
PRIOR EXPERIENCE	<ul style="list-style-type: none"> <li>• Two years of office administration experience.</li> </ul>		
INTERPERSONAL SKILLS	Interaction is with a variety of people. These may be fellow employees, customers, the public, or others outside the organization. Interactions usually involve routine, straightforward exchanges of information. Interactions typically involve non-stressful encounters and dealing with straightforward interpersonal problem situations.		
CONCENTRATION	Work involves a limited amount of high alertness and concentration to complete job tasks. There are no unusual sensory demands or job requirements for vigilance. Employees control their own work pace, and usually there are no unusual time pressures to finish specific job tasks. The effect of interruptions on job results is minor.		
PHYSICAL DEMANDS	Work requires light or a low amount of physical exertion. The job requirements for manual dexterity or physical manipulation are limited. The need for physical stamina and endurance is of minimal or low significance. Body movement usually involves sitting and intermittent walking.		
SCOPE	There is a high degree of job structure. Job tasks are straightforward, with some degree of repetitiveness. Employees usually receive direct and/or indirect supervision that focuses on monitoring accuracy, quality, and adherence to detailed instructions.		
MATERIAL RESOURCES	Work requires limited responsibilities for material resources. Examples of resources could include supplies, equipment, inventories, and other similar material assets. The employee has a limited amount of control over these resources. Although human error might require the repair or replacement of materials, usually the cost of correcting these errors is minor. The volume of resources may vary, but the level of difficulty in dealing with these resources is uncomplicated.		
INFORMATION RESPONSIBILITY	Work typically requires limited responsibility for information. The employee may use the following types of skills for dealing with information: compiling, checking, and/or arranging information. The importance of the information is usually of some significance. Options for dealing with the information are prescribed and not often complex.		
SUPERVISORY	The job does not require the provision of guidance or supervision to others. There is not formal responsibility for directing others.		
WORKING CONDITIONS	No, or very incidental, adverse environmental working conditions.		
AUTHORIZATION			

_____ Senior Manager (Department)	_____ Date	_____ President and CEO	_____ Date
_____ Supervisor	_____ Date	_____ Employee	_____ Date

The content of this position description is intended to describe the general work being performed by the incumbent in this position. It is by no means intended to be an exhaustive list of all responsibilities and activities required of this position, nor could it be. The incumbent will be required to other work duties assigned by Management. For express clarity, the work activities of any position at QEC will not be limited to the Position Description.