



# qathet REGIONAL DISTRICT

## **ACCOUNTS PAYABLE ADMINISTRATOR (Temporary, full-time)**

qathet Regional District Financial Services Department is seeking a dynamic individual to fill the position of temporary, full-time Accounts Payable Administrator for approximately 9 months (August 8, 2022 to March 31, 2023).

Reporting to the Assistant Manager of Financial Services, the Accounts Payable Administrator is a unionized position accountable for a range of financial administrative support services related to managing and administering accounts payable processes.

Applicants must have two years of education in a recognized program of accounting studies (business/accounting diploma, CPA, etc.) and a minimum of three years job related experience. An equivalent combination of education and experience may be considered. Experience in local government considered an asset. Applicants must have excellent communication skills, interpersonal and customer service skills, strong organizational and time management skills and proficiency in Microsoft Office applications. Applicants must have the ability to write formulas, manipulate and analyze data using Microsoft Excel.

The 2022 wage rate for the Accounts Payable Administrator is \$31.91 per hour. The position is subject to CUPE Local 798 Collective Agreement. Hours of work are Monday through Friday, 8:30 am to 4:30 pm. We thank all applicants for their interest. However, only those selected for an interview will be contacted.

Interested applicants are invited to submit a covering letter and resume detailing experience and qualifications pertinent to this position in confidence to:

Jason Kouwenhoven, Assistant Manager of Financial Services  
qathet Regional District  
202-4675 Marine Avenue, Powell River, B.C. V8A 2L2 or  
Email: [employment@qathet.ca](mailto:employment@qathet.ca)

**Deadline for applications: 4:00PM on Wednesday, August 3, 2022.**

**A detailed job description including required qualifications follows.**



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## Job Description Accounts Payable Administrator (Accounting Clerk II)

<b>Department</b>	Financial Services
<b>Reports To</b>	Assistant Manager of Financial Services
<b>Job Description Approval Date</b>	June 16, 2021
<b>Job Description Approved By</b>	Al Radke

### **POSITION & DEPARTMENT SUMMARY:**

Directly reporting to the Assistant Manager of Financial Services, the Accounts Payable Administrator is a unionized position accountable for providing a range of financial administrative support services related to administering accounts payable processes. This position is classified as a level two Accounting Clerk as per the Regional District's Collective Agreement.

The mandate of the Financial Services Department is to provide financial administration services in accordance with the statutory requirements and accounting industry standards and practices. The Department is ultimately accountable for the financial affairs of the Regional District. Financial Services also provides financial administrative support to other departments.

The Accounts Payable Administrator is a member of the Accounting Services Division accountable for the delivery of transactional accounting. Division personnel work collaboratively with the Accountant who directs and oversees the day-to-day accounting processes and transactional work carried out within Accounting Services. The Accounts Payable Administrator is accountable for: Legal Compliance, Accounts Payable Administration, Procurement Support and Administration, Solid Waste Financial Administration, Accounts Payable Year-End Administration, and General Accounting and Administration.

The Accounts Payable Administrator is required to liaise and interact with department managers, Volunteer Fire Chiefs, and designated personnel to successfully coordinate accounts payable processes and requirements throughout the organization.

## **KEY DUTIES AND RESPONSIBILITIES**

### **Legal Compliance**

1. Maintains knowledge of and applies applicable legislative and legal requirements (e.g. sales taxes (PST), procurement practices, the processing of accounts payable, etc.). Advises the Assistant Manager of Financial Services regarding changes to legislative or regulatory requirements.
2. Maintains knowledge of and applies Regional District bylaws, policies, contracts, and agreements as they apply to the processing of accounts payable.
3. Collaborates with Accountant to document and operationalize required legislative changes to ensure ongoing Regional District compliance with legislative and legal requirements.
4. Works collaboratively with Accountant to ensure completion, accuracy, and timeliness of accounts payable administration as per legislative, regulatory and organizational requirements.
5. Monitors organizational adherence to Provincial and Federal commodity tax regulations.
6. Serves as the Regional District's first point of contact for accounts payable functions and processes. Provides consultation services, learning opportunities, and supports for managers and personnel regarding processes, procedures, policies, and problem-solving related to accounts payable and compliance requirements.
7. Ensures accounts payable required documentation is accurate and complete, in accordance with legal requirements and the Regional District's Records and Information Management (RIM) Program.
8. Maintains confidentiality regarding matters related to the Regional District's finances and procurement processes.

### **Accounts Payable Administration**

9. Ensures accurate and complete source documentation and authority prior to processing payments on behalf of the Regional District. Ensures all invoices are legitimate and purchases comply with Regional District purchasing bylaws and policies.
10. Establishes and maintains vendor quality control monitoring system and ensures accuracy and completeness of vendor payments. Functions relate to:
  - a. Maintaining an organized vendor payment records management and filing system
  - b. Setting up, deleting or revising vendor accounts in accounts payable system
  - c. Tracking and filing vendor legislated WorkSafe coverage, including clearance letters, as per RIM Program

- d. Processing WorkSafe premiums as required
  - e. Filing vendor documentation and reports
  - f. Monitoring and applying contract, lease, and agreement financial terms and obligations to ensure vendor payments align with contractual terms
  - g. Cross-referencing remitted invoices to ensure financial adherence, appropriate authorization and contractual obligations are met
11. Establishes vendor invoice and contract documentation submission deadlines in collaboration with the Accountant.
12. Coordinates and prepares EFT or cheque payments for authorized expenditures, as per established policies and procedures. Functions relate to:
- a. Receiving invoices
  - b. Distributing vendor invoices to department heads for review, coding and authorization (initialled) as per procedure
  - c. Processing payments for utility bills specific to Regional District properties
  - d. Entering and balancing invoices
  - e. Copying A/P invoices that require A/R invoicing (e.g. tenants of Regional District-owned properties) and forwarding copies to A/R personnel
  - f. Creating EFT cheque runs
  - g. Creating computer generated cheque runs
  - h. Coordinating approvals and reviews of cheque and EFT lists to compare against cash requirement reports
  - i. Ensuring invoices are paid on time and anticipated invoices are not missing
  - j. Maintaining knowledge of commodity tax requirements and ensuring self-assessment of commodity tax as required
13. Processes approved EFT and cheque runs. Functions include:
- a. Creating EFT files in accounts payable system software
  - b. Uploading EFT direct deposit files through on-line banking system
  - c. Ensuring cheques over maximum auto generated signature allowable are signed by authorized signatories as per policy
  - d. Matching and distributing (pick up, hand deliver, mail) cheques to vendors
  - e. Matching Regional District cheque stubs/EFT cheque print outs to invoices and filing
  - f. Filing of all reports as per Records Management policy and procedures
  - g. Recording capital project invoices and maintaining capital project tracking and filing system

- h. Ensuring accounts payable system software subledger balances to general ledger
- i. Handling all A/P inquiries from vendors and internal personnel

### **Procurement Support and Administration**

14. Assists with the establishment, maintenance and reviews of purchasing systems across the organization (e.g. Purchasing Order (PO) system, corporate credit cards, ferry cards, etc.) designed to meet applicable procurement needs of the Regional District. Supports departments, Volunteer Fire Departments (Regional Fire Services – Administrative Assistant and/or Fire Chiefs), and personnel in use of such systems.
15. Administers PO system across the organization, including within the Regional District's four Volunteer Fire Departments. Functions include:
  - a. Issuing PO books and/or administering online purchasing system(s) and assisting departments and personnel to ensure appropriate usage and compliance
  - b. Receiving, processing, and filing of POs
  - c. Monitoring and verifying that POs are assigned prior to purchase, and that purchases comply with approved POs, purchasing bylaws and policies
  - d. Ensuring POs are accurate and complete
  - e. Ensuring supporting documentation is available and filed to support PO purchases
16. Administers credit card processes as per policy. Functions include:
  - a. Issuing and tracking of corporate credit cards per authority and policy
  - b. Entering transactions and ensuring amounts are applied to correct accounts (i.e. service, project, etc.)
  - c. Verifying accuracy of credit card reconciliations prepared by departmental personnel
  - d. Ensuring supporting documentation is available and filed to support credit card transactions
17. Administers ferry card processes as per policy. Functions include:
  - a. Maintaining custody of an inventory of ferry cards to meet the needs of the Regional District
  - b. Issuing and tracking of individual and shared ferry cards in consultation with departments and Volunteer Fire Departments
  - c. Reconciling of ferry cards and ensuring amounts are applied to correct accounts (i.e. service, project, etc.)

18. Assists with inventory control and stores for applicable departments, as per segregation of duties.
19. Assists Accountant with the preparation of project cost reporting to support capital projects, as directed. Ensures data entry is correct for each project.
20. Prepares/generates accounting reports related to purchases and purchasing statistics as directed.

#### **Solid Waste Financial Administration**

21. Collaborates with Accountant to complete Regional District Solid Waste & Recycling reports.
22. Collaborates with Accountant to ensure accuracy and completeness of solid waste and recycling contract data.

#### **Accounts Payable Year-End Administration**

23. Administers accounts payable year-end processes. Functions include:
  - a. Ensuring all accounts payable liabilities are documented and recorded at year-end
  - b. Identifying accounts payable liabilities to the Regional District at year-end
  - c. Identifying inventory at year-end
  - d. Ensuring appropriate equipment usage allocations
  - e. Developing year-end accrual spreadsheets
  - f. Communicating with departments to ensure all invoices are entered to the appropriate period/year for year-end
  - g. Reviewing and validating PO systems (books) for year-end to ensure all payables are complete
  - h. Ensuring accounts payable subledgers are balanced to general ledger at calendar year-end
  - i. Performing accounts payable year-end roll over processes
  - j. Ensuring CPI increases are applied to applicable contracts or agreements
24. Assists Accountant with Year-End Working Papers. Assists with annual reports and statistical surveys, as required.
25. Responds to Auditor requests pertaining to accounts payable.

#### **General Accounting Services**

26. Maintains and reconciles an accounts payable sub-ledger. Ensures that third party statements and the accounts payable sub-ledger are reconciled.

27. Tracks refundable deposits.
28. Prepares, reconciles, and submits the commodity tax reports to the applicable agencies on a timely basis.
29. Supports special projects (e.g. Climate Action Revenue Incentive Program).
30. Prepares Financial Statements, as directed.

### **EDUCATION AND EXPERIENCE:**

1. Second year of a recognized program of accounting studies (business/accounting diploma, CPA, etc.)
2. An equivalent combination of education and experience may be considered
3. Minimum of three years' accounting administration experience
4. Valid BC Class Five Drivers License

### **KNOWLEDGE, ABILITIES AND SKILLS:**

1. Demonstrates excellent working knowledge of legislation and required accounting practices applicable to processing and administering accounts payable
2. Demonstrates excellent communication (verbal and written), interpersonal, customer service and organizational skills
3. Demonstrates superior proficiency in creation and maintenance of spreadsheets and keyboarding skills and is experienced in working with Microsoft Office applications
4. Demonstrates ability to learn and operate software applications associated with the position
5. Demonstrates knowledge of generally accepted accounting principles (GAAP)
6. Demonstrates ability to deal effectively with staff, contractors, consultants, elected representatives and the public with tact and diplomacy
7. Demonstrates ability to resolve issues with professionalism and diplomacy and maintain confidentiality
8. Demonstrates a high degree of integrity, accuracy and thoroughness, with a strong attention to detail
9. Demonstrates sound judgement, analytical, and problem-solving skills
10. Demonstrates exceptional organizational and time management skills, and the ability to prioritize workload according to deadlines
11. Demonstrates the ability to work well under pressure and responds to requests and situations with an appropriate level of urgency
12. Demonstrates ability to work in a team environment and to work independently, with minimal supervision; takes initiative to recommend improvements to processes

13. Demonstrates the critical importance of respecting and maintaining confidentiality in the best interest of the organization
14. Demonstrates commitment to making ethically responsible decisions