

**SCHOOL DISTRICT #22 (Vernon)
JOB DESCRIPTION**

Position: Accounts Payable Clerk
Job No: 238

POSITION SUMMARY: Under the supervision of the Assistant Secretary-Treasurer, the incumbent receives and processes invoices and purchase orders, runs cheques, reconciles statements, maintains a variety of files and assists with clerical duties.

POSITION DUTIES AND RESPONSIBILITIES:

- Receive, circulate, check and process approved invoices and reconcile with purchase orders and vendor statements.
- Total invoices, enter data, and run cheques.
- Reconcile computer totals and accounts payable clearing totals and make necessary adjustments to ensure all accounts balance.
- Assess, calculate and remit applicable sales taxes.
- Communicate with staff and others and respond to inquiries and provide general information.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- Grade 12 plus six months of a post-secondary office or business administration certificate including basic accounting courses equivalent to Okanagan College BAC 11 and BAC 12.
- Six months of recent successful accounting experience.
- Keyboarding 40 wpm.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to effectively use standard office equipment and communication technology, word processing, database management and spreadsheet programs.
- Ability to follow standardized procedures or instructions with minor variation.
- Ability to refer work problems not covered by standard procedures to supervisor.
- Ability to communicate effectively, both orally and in writing, using courtesy to exchange and discuss information of a detailed or specialized nature.
- Physical capability to perform the job duties in a standard office environment including lengthy periods of sensory concentration.
- Ability to maintain confidentiality.

This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

Approved and authorized by the Secretary-Treasurer or designate:

Signature: _____ 

Date: April 20/21

Revised April 2021