Accounts Payable Clerk

The University of Guelph is committed to equity in its policies, practices, and programs, supports diversity in its teaching, learning and work environments, and ensures that applications for members of underrepresented groups are seriously considered under its employment equity policy. All qualified individuals who would contribute to the further diversification of our University community are encouraged to apply.

Forbes Ranks U of G Among Canada's Top Employers [1]

Office, Clerical and Technical
Position covered by the Collective Agreement with USW Local 4120

Accounts Payable Clerk

Payment Services, Financial Services
Hiring #: 2016-0334
Please read the Application Instructions [2] before applying

Reporting to the Manager (Payment Services), the Accounts Payable Clerk will carry out day to day tasks within Payments Services such as: vendor creation and maintenance; invoice scanning; and invoice processing within Payment Services systems. As an important member of the Payments Services team, the Accounts Payable Clerk is expected to have good communication, organization and time management skills and be capable of accurately and efficiently carrying out tasks in a high volume, deadline driven environment.

Specifically, the incumbent’s responsibilities include: processing invoices for payment through the Oracle payables module while verifying compliance with applicable legislative requirements and University policies; creation and maintenance of vendor records within the Oracle payables module; preparation and scanning of invoices into the ImageNow system; entry of cheque requisitions into the APEX entry module; resolution of vendor invoice inquiries; work within the guidelines of various legislative requirements, such as Broader Public Sector (BPS) directives and commodity tax legislation as they apply to University payment activities; communicate with internal and external vendors, auditors, the internal faculty, staff, and colleagues in a consistently professional manner in all matters and provide accurate information pertaining to the processing of invoices, cheque requisitions, or other payment instruments; and other duties as assigned.

Requirements of the position include: One year of community college in a related field and one year related work experience. Experience in accounts payable processing in a medium to large business environment preferably in a government or not for profit sector. Working towards the following certifications would be preferred: Business Accounting Diploma or 1st or 2nd level CPA. Additional requirements include: computer software skills, including Microsoft Office Suite; working knowledge of larger transaction processing systems, preferably Oracle Financials; familiarity with ImageNow or equivalent; the ability to demonstrate a high level of confidentiality, attention to detail, and accuracy; and the ability to multitask and prioritize, and handle competing demands while working with interruptions in a fast paced environment.

Position Number     414-004
Classification          USW, Local 4120 Salary Band 3*
Salary Range          $20.20 Minimum (Level 1)
                      $22.55 Normal Hiring Limit (Level 3)
                      $27.26 Job Rate (Level 7)
*Tentative evaluation; subject to committee review.

Posting Date: 2016 08 05
Closing Date: 2016 08 12

Source URL (modified on 08/05/2016 - 16:21): https://www.uoguelph.ca/hr/careers-guelph-current-opportunities/accounts-payable-clerk

Links
[2] https://www.uoguelph.ca/hr/careers-guelph/how-apply