Accounts Payable Administrator

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

Accounts Payable Administrator

Payment Services, Financial Services

Temporary full-time from December 17, 2019 to August 31, 2020
Temporary absence of the regular incumbent

Hiring #: 2019-0687

Please read the Application Instructions before applying

Reporting to the Assistant Manager (Payment Services), the Accounts Payable Administrator will carry out the day to day tasks in three major areas within Payments Services: vendor creation, maintenance and control; processing of system interfaces (internal and external) into the Oracle Accounts payable module; and document control, scanning and retention. As an important member of the Payments Services team, the Accounts Payable Administrator 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: creation and maintenance of vendor records within the Oracle payables module; processing electronic vendor and invoice interfaces into the Oracle payables module with a volume in excess of 130,000 invoices annually; preparation and scanning in excess of 80,000 invoices annually into the ImageNow system to enable processing by Payment Services clerks; processing approximately 8,000 petty cash vouchers annually from over 100 petty cash stations across campus; 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; maintenance of Tri-Council signature authorization database; 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, petty cash, or other payment instruments.

Requirements of the position include: One year community college in a related field and one year related experience, or equivalent combination of education and experience. Experience in accounts payable processing in medium to large business environment preferably in a government or not for profit sector preferred. Working towards the following certifications would be considered an asset: 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 and knowledge of File Transfer Protocol software; 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.

Covering Position Number 414-013
Classification USW, Local 4120 Salary Band 3*
Normal Hiring Range $21.12 - $23.58 per hour

*Tentative evaluation; subject to committee review.

At the University of Guelph, fostering a culture of inclusion [2] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our
Institution.

Posting Date: 2019 12 09
Closing Date: 2019 12 16

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