



UNION JOB DESCRIPTION

JD176

JOB TITLE:	Accounts Payable Clerk	JOB DESCRIPTION NO.:	40315/F.VI.10206.001
CLASSIFICATION:	Clerk IV, Accounts Payable	GRID/PAY LEVEL:	F 17
COLLECTIVE AGREEMENT:	Facilities Subsector	HSCIS NO.:	10206
UNION:	HEU	JOB/CLASS CODE:	SI: 40315 CINI: 10206
PROGRAM/DEPARTMENT:	Finance	BENCHMARKS (If Applicable):	10206
REPORTING TO:	Accounts Payable Supervisor		
FACILITY/SITE:	Various VIHA Sites		

JOB SUMMARY:

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority (Island Health) patient and staff safety is a priority and a responsibility shared by everyone; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position..

Reports to Accounts Payables Supervisor. Performs accounts payable duties such as batching, processing, entering, matching, and paying documents according to established guidelines, by operating a personal computer and related software tools. Reconciles vendor accounts, answers related inquiries, resolves problems and discrepancies as required, and reports unresolved issues to the appropriate person.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Matches documents such as invoices, receiving reports, packing slips with purchase orders; contacts appropriate sources such as Materie Management staff and external vendors regarding matters such as disputed supplier/vendor accounts, missing invoices, proof of delivery and unmatched documents.
2. Verifies accuracy of invoices by checking items such as quantities, prices, taxes, extensions, discounts and freight charges for data entry.
3. Investigates concerns on problem documents, resolves problems and/or discrepancies as required in accordance to established procedures, referring more complex matters to Supervisor.
4. Prepares and inputs accounts payable data in computerized Material Management subsystem following established procedures.
5. Matches, checks and/or reconciles computer output with data input. Identifies and resolves problems or discrepancies, referring more complex matters to the Supervisor.
6. Verifies signing authorities and correct account codes for documents processed in Accounts Payable following established procedures.
7. Answers related inquiries; resolves problems and /or discrepancies as required in accordance to established procedures, referring more complex matters to the Supervisor.
8. Reconciles and balances sub-ledger accounts to vendor accounts. Identifies problems and/or discrepancies and takes corrective action following established procedures. Refers more complex reconciliations to the Supervisor.
9. Prepares and inputs AP documents such as Petty Cash replenishments, employee expense claims, and contract payments in accordance to established procedures.

10. Prepares cheques for delivery to payees as scheduled and files documents.

11. Performs other related duties as required.

QUALIFICATIONS:

Education, Training And Experience

Grade 12, successful completion of a recognized accounting course and two years' recent related experience or an equivalent combination of education, training, and experience.

Skills And Abilities

- Ability to keyboard at 45 wpm
- Ability to communicate effectively both verbally and in writing.
- Ability to deal with others effectively.
- Physical ability to carry out the duties of the position.
- Ability to supervise.
- Ability to organize work.
- Ability to operate related equipment.