



NON-CONTRACT ROLE DESCRIPTION

JD4790

ROLE TITLE:	Accounts Payable & Procurement Coordinator	ROLE DESCRIPTION NO.:	4790
DEPARTMENT:	Finance	HEABC REFERENCE NO.:	18721478
REPORTING TO:	Manager, Accounts Payable	HSCIS CODE:	07099
CLASSIFICATION:	NCEM/Range 7	JOB CODE:	91343

ROLE 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.

Reporting to the Manager, Accounts Payable, the Accounts Payable & Procurement Coordinator (AP&P) oversees the Accounts Payable functions by assisting the Manager in a variety of supervisory duties such as scheduling, coordinating and delegating work assignments, and selecting and orienting staff.

Additionally, the AP&P Coordinator develops, maintains and supports Island Health procurement and financial systems including user interfaces, integrations with other systems, payment processes, and reporting. The AP&P Coordinator is a lead resource responsible for participating in the design, integrity, implementation, and operational support of both new systems and system changes, and supporting business process improvements in Accounts Payable.

The Coordinator possesses strong analytical and technical skills in order to identify opportunities for process improvement, develop business and technical requirements, and design and implement systems.

DUTIES AND RESPONSIBILITIES:

1. Ensures Accounts Payable systems process payments in a timely way, accurately reflecting the financial transactions of the Vancouver Island Health Authority. Responsibilities include ensuring that systems maintain their designed and intended internal controls.
2. Coordinates the activities of staff to meet processing priorities and deadlines, and ensures the operational efficiency and effectiveness of the payables system.
3. Supports the Manager in the hiring of staff, training and assignment of work to staff in the department, in compliance with collective agreements.
4. Supports the Manager in solving operational and administrative problems. Ensures utilization plans are implemented regarding the use of casual staff and overtime; scheduling and distribution of workload.
5. Coordinates the communication and implementation of new systems and processes to stakeholders both internal and external to the Accounts Payable Department
6. Performs business model reviews, and through re-engineering of the business processes, generates new information technology-based business solutions. The re-engineering requires an understanding of the existing processes and business needs, and the information technology opportunities in procurement and Finance.
7. Coordinates the processing of information into the General Ledger system and ensures that generally accepted accounting principles are followed.

8. Coordinates the year end activities of Accounts Payable, according to an assigned schedule, to ensure all necessary data is recorded accurately and within required timelines.
9. Acts as a subject matter expert to support, guide, and develop opportunities for operational efficiencies within a range of projects.
10. Assists the Manager, Accounts Payable in various projects related to procurement and financial systems.
11. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

A level of education, training and experience equivalent to a Bachelor's degree in a relevant discipline, and a Chartered Professional Accountant designation with a minimum of five (5) years' recent related accounting and system application experience within a complex, computerized environment. Knowledge of accounts payable and procurement systems desired.

Skills And Abilities

- Effective interpersonal, verbal, and written communication skills
- Superior business analytical skills
- Proven administration, project management and supervisory skills.
- Ability to establish and maintain effective work relationships and communication with all levels of staff, senior personnel or outside agencies and relevant government agencies.
- Ability to transfer knowledge and skills to other department staff
- Ability to write clear and concise policy and procedures documentation for staff
- Ability to work independently and organize workload and priorities with minimal supervision
- Physical ability to perform the duties of the position