Title: **Accounts Payable Clerk (Clerk 3)**	*Date:* August, 1991
Department: Finance	
Classification: Inside	*Pay Grade:* 14
Date Signed Off by the Union:	

Nature and Scope of Work

This position is a clerical function with a moderate degree of complexity. The position operates under direct supervision and the work is generally repetitive and routine in nature.

Illustrative Examples of Work

1. Receives codes and files purchase orders and delivery slips.
2. Receives vendor invoices and applies standard clerical procedures before matching to filed receiving and purchasing information.
3. Inputs approved invoices into a computerized accounts payable system and produces cheque and related reports.
4. Reconciles vendor statements to payment data.
5. Recurring front counter relief.
6. Recurring switchboard relief.
7. Daily mail processing.
8. Maintains and updates on an on-going basis throughout the year additions/disposal to the fixed asset inventory. This would typically consist of assigning a tag number to the addition, inputting of asset information into the fixed asset system and forwarding tag number assignment information along with the tag to the Department Head responsible for the equipment.
9. Reconciles on a on-going basis the fixed asset sub-ledge to the general ledger control account, including the investigation and correction of variances.
10. Other duties as assigned from time to time.

Required Knowledge, Abilities and Skills

1. Ability to work in an organized manner in a moderately high volume setting.
2. Ability to maintain sustained attention to detail and carry out written and oral instructions.
3. Ability to make mathematical calculations with speed and accuracy.
4. Good knowledge of office methods, procedures and general office equipment operation.

Desirable Training and Experience

1. Grade 12
2. Familiarity with computerized accounts payable system are preferred.

Required Licenses, Certificates and Registrations

None