

## **2.0. Human Resources**

### **2.B. Position Descriptions**

#### **ACCOUNTS PAYABLE CLERK/ADMINISTRATIVE ASSISTANT**

**Policy Reference: EL-1.2**

**Reviewed on November 8, 2022**

Under the direction and supervision of the Secretary Treasurer, the Accounts Payable Clerk/Administrative Assistant shall be responsible for maintaining the computerized accounts payable and general ledger system and producing all reports and accounts payable cheques. Must be knowledgeable about basic accounting procedures and computers (database, word processing, spreadsheets) with a typing speed of 40 wpm.

#### **RESPONSIBILITIES AND DUTIES**

##### **1.0 Generate accounts payable cheques (weekly)**

- 1.1 match purchase order with incoming invoices and solicit purchase orders when missing
- 1.2 verify authorization to pay invoices and solicit authorization when necessary
- 1.3 verify general ledger codes on purchase orders and invoices, solicit such code if not provided
- 1.4 ensure payment of invoices occurs only once, ensure that goods are received before invoice is processed
- 1.5 enter invoices with correct general ledger codes and GST code in relevant software
- 1.6 do manual and computer generated cheques as required; enter manual cheque information with next cheque run process
- 1.7 ensure lock arch boxes are available for perusal as per request of senior administration or board
- 1.8 Process online payments-direct debits.

##### **2.0 Produce accounts payable and general ledger reports as required**

- 2.1 generate cheque registers, cheque distribution reports (supplier, supplier payment) for each accounts payable cheque run
- 2.2 generate monthly financial summary report
- 2.3 generate other reports as requested
- 2.4 reconcile monthly bank statements
- 2.5 reconcile and file quarterly GST and PST claim
- 2.6 solicit and balance all journal entries and enter same to the computer

##### **3.0 Assist with payroll remittances**

- 3.1 prepare payroll remittance reports for accounts payable entry

- 3.2 reconcile all payroll remittances to payroll totals in general ledger
- 3.3 ensure Receiver General remittance processed (paid) three days after payroll run
  
- 4.0 Answer inquiries regarding invoices and the accounts payable and suggest improvements to existing procedures**
  - 4.1 research and respond to inquires from school staff and suppliers
  - 4.2 draft and type correspondence regarding accounts payable concerns
  - 4.3 participate during in-servicing for the accounting system
  - 4.4 make suggestions for improvements at in-services
  
- 5.0 Generate accounts receivable invoices**
  - 5.1 Prepare monthly invoices for tuition fees, substitute teacher reimbursements, etc.
  - 5.2 Prepare and reconcile monthly accounts receivable list
  - 5.3 Record incoming funds in receipting system and deposit book, follow Rapidtrans deposit procedure each day when deposit total is more than \$10,000 received.
  - 5.4 Monitor banking accounts weekly.
  
- 6.0 Enter bus statistics to computer**
  - 6.1 record and enter information on consumption of gas, oil, labor, tires, parts for each bus
  - 6.2 maintain computerized database on bus statistics
  - 6.3 Monitor extra-curricular bus trip reports for each school. Ensure grant allocation is expensed correctly. Ensure excess expenditure are recorded to school fundraising.
  
- 7.0 Assist with general office operations**
  - 7.1 answer the phones, greet visitors, and pick up mail when required
  - 7.2 stuff envelopes with accounts payable cheques and add appropriate postage
  - 7.3 assist/perform clerical duties for administrative team, as directed
  
- 9.0 Other related duties as assigned**