

Eastern Irrigation District

Position Description

Position Title: Accounts Payable Administrator

Position Reports To: Financial Services Supervisor

Date Prepared: February 2020

Job Summary:

The Accounts Payable Administrator provides timely and accurate processing and payment of accounts payable. This position also provides support to the Financial Services Supervisor as required to complete year-end, month-end and various other time sensitive reporting requirements. The Accounts Payable Administrator also strives for continuous improvement in all work functions, and ensures that confidential information is safeguarded and that access is restricted to only those staff members who require access to properly fulfill their duties.

Reporting to the Financial Services Supervisor, this position works closely with the Accounting Administrator, Accounts Receivable Administrator, Receptionist-Cashier, Records Management Administrator, Pay and Benefits Specialist, supervisors from all departments and other departmental positions to provide back up and assistance, as required.

Key Responsibilities:

- Receive incoming invoices, match invoices with purchase orders, and distribute invoices to appropriate staff members for review, coding and staff-level approval.
- Review invoices to ensure correctness related to equipment rates, arithmetic and other details; review invoice coding and staff-level approvals to ensure approvals process is correct and complete; forward staff-approved invoices to the Financial Services Supervisor for review and final approval; research and resolve questions or concerns that arise during the review and approval process.
- Enter approved invoices and/or review invoices entered by the Receptionist – Cashier and organize payments in a timely manner so that accounts are paid on time, all eligible discounts are taken, and late payment penalties are avoided; generate cheques, arrange for signing, match signed cheques with supplier invoices, and prepare cheques for mailing, pick-up, etc.; prepare Electronic Funds Transfer (EFT) files, arrange for approval and send remittance advice as appropriate.
- Maintain accounts payable filing systems; set up and maintain computerized vendor master files and utilize software features to detect duplicate invoices, monitor due dates and streamline work flow.
- Reconcile supplier statements and resolve any issues that arise.

- Balance each accounts payable batch and post each batch to the General Ledger; reconcile and balance accounts payable sub ledger to the General Ledger at each month end.
- Maintain an up to date procedural manual for all assigned responsibilities.
- Monitor outstanding cheques; follow up with payee regarding cheques that are more than four months old, and place stop payment instructions on stale dated cheques; contact payee to arrange for replacement cheque to be issued.
- Cross train and provide back up as required in the Accounting Department including, but not limited to, the Accounting Administrator position and the Receptionist-Cashier position.
- Conduct research and produce accounts payable-related reports as requested; assist, as requested, with other accounting cycle functions including month end, yearend and audit.
- Prepare the fuel tax rebate application annually.
- Enter and analyze large volumes of data accurately to meet work flow schedules.
- Prepare, for approval by the Financial Services Supervisor, applications for credit accounts, and respond to information requests from credit reporting agencies.
- Complete EFT requests for vendors to be reviewed and approved by the Financial Services Supervisor.
- Participate with other appropriate staff with meeting set ups, and clean ups after meetings.
- Ensure adequate inventories of supplies (e.g., cheques, purchase orders, etc.) are on hand for different business areas; purchase supplies in accordance with approved procedures.
- Implement work plans to achieve approved goals and objectives.
- Ensure that complete and accurate records, as related to this position, are maintained and safeguarded for appropriate access; retain and dispose of records in accordance with applicable regulations and policy.
- Relate to, and communicate with coworkers, customers and the general public, sincerely, clearly, tactfully, promptly and courteously; respond to inquiries and issues promptly and professionally.
- Ensure compliance with OH&S including attendance at safety meetings, being properly trained and ensuring work is completed in a safe manner.
- Participate in the analysis of property tax rolls annually, update property tax spreadsheets for the review of the Financial Services Supervisor and enter approved changes into Storm software.
- Assist the Financial Services Supervisor with various accounting duties including but not limited to: preparation and analysis of various month end and year end working papers, assisting with the budget working papers, providing analysis on various GL accounts, posting journal entries, revising, printing and distributing various documents to personnel.

- Actively participate as a committee member on the Health and Wellness Committee, attend monthly meetings and perform various duties relating to social club events as required.
- Perform tasks, consistent with the position, including special projects, as may be required on an ad hoc basis.

Job Qualifications:

- Three to five years of broadly-based accounting related experience
- Post-secondary accounting diploma (2 year program) or certificate, preferred
- Strong analytical, reconciliation, research and problem solving skills
- Technical proficiency in the use and operation of computerized accounting systems
- Well-developed word processing (Word) and excellent spreadsheet (Excel) skills
- Ability to enter and analyze large volumes of data accurately
- Ability and willingness to work independently as well as productively and cooperatively in a team environment
- Strong organizational skills with the ability to manage multiple tasks, produce accurate results and meet deadlines
- Ability to operate a broad range of office equipment including: computer, printers, photocopier, scanner, facsimile, credit/debit machine, multi-line telephone system, postage machine, cameras, laminator, shredder, etc.
- Effective interpersonal communication skills
- Clean criminal records report
- Bondable
- Attention to detail