#### Trent University LogoEXEMPT JOB DESCRIPTION

**Job Title:** Accounts Payable Supervisor

**Job Number:** X-457 | VIP: 1959

**Band:** EXEMPT-6

**Department:** Financial Services

**Supervisor Title:** Senior Manager, Financial Services

**Last Reviewed:**  November 29, 2023

#### **Job Purpose:**

The Accounts Payable Supervisor is responsible for the efficient operation of the Accounts Payable portfolio of Financial Services by providing exemplary customer service, coordinating, and allocating workload, ensuring specified controls are exercised, meeting expected deadlines, and maintaining appropriate records.

Directs accounts payable positions to ensure the University’s financial activity is properly documented, reviewed, and reported in compliance with the requirements of the Ministry of Colleges and Universities (MCU) and other funding agencies, current legislation, and generally accepted accounting principles.

Assists in preparation of the year-end audit, including the preparation of supporting documentation. Works collaboratively with colleagues to provide a team approach in support of the regular reporting to departmental account managers.

#### Key Activities:

##### Accounting Operations

* Ensures the effective, efficient, and timely processing of expense claims, supplier invoices, cheque requisitions and other non-salary related payment instructions within University policies, compliance with accounting controls and where applicable with those of external agencies, ensuring to avoid penalties. Including:
	+ Oversees weekly payment processing for multiple payment methods, including audit of large dollar transactions.
	+ Oversees the stop payment process, including cancelling and reissuing of cheques.
	+ Follows up with vendors where outstanding payment of invoices cannot be resolved by A/P staff.
	+ Update vendor banking details to accommodate EFT payments, after verifying validity of details provided.
* Ensures the University is compliant with various legislative requirements such as Broader Public Sector directives, commodity tax legislation, and income tax legislation as they apply to University payment activities. This requires both detailed knowledge of the various legislation and the ability to exercise professional judgement to balance these legislated requirements with operational requirements and the expectations of internal clients and external suppliers. Including:
	+ Responsible for maintaining Tax Rebate Code Table, to ensure the appropriate rebate or ITC structure is in place for each transaction.
	+ Prepares monthly HST returns.
	+ Prepares T4A NR and provides information to payroll for T4/T4A adjustments related to A/P transactions, ensuring all information needed is in accordance with Canada Revenue Agency guidelines and captured at source.
* Acts as a resource for faculty, staff and colleagues providing advice, information and training around external legislation and internal policies and their effect on the processing of expense claims, invoices, or other payment instructions.

##### Year-end Reporting

* Supports the interim and year-end audit of the consolidated financial statements of the University. Works collaboratively with financial services staff and the external auditors regarding preparation of supporting documents, responding to audit queries, and preparing account reconciliations and variance analysis as requested.

##### Electronic Systems and Processing

* Effectively managing the components of the University’s centralized payment and reporting processes with ongoing evaluation to recommend improvements including system changes and development of forms, processes, and procedures.
* Maintains oversight and coordination of critical electronic file transmissions for payment transactions to ensure successful delivery.
* Recommends changes and updates to the Accounts Payable related section of the Financial Services website.
* Implementation of new processes and requirements (i.e. HST changes, new electronic interfaces) will be an ongoing task and the Supervisor will be the functional lead on testing, training and promoting new systems functionality.

##### Supervision, Training and Mentoring

* Mentors direct reports, providing guidance, training, and assistance where necessary.
* Organizes and assigns regular duties and special projects, assists in the timely completion of job activities, and oversees the daily activity of the team.

#### Education Required:

* Honour’s University degree in Finance, Business, Accounting, Economics, or a related field.

#### Experience/Qualifications Required:

* Minimum 3 years of recent, relevant financial and accounting experience, preferably within a university environment including audit experience.
* Demonstrated leadership or supervision of a team would be desirable, including oversight of accounts payable staff in a unionized environment.
* Experience using decentralized computerized financial systems (preferably Colleague) integrated with third party vendors.
* Sound working knowledge of the application of Harmonized Sales Taxes in Canada
* Proficient in MS Office suite of products, with advanced Excel financial and statistical functions
* Able to prioritize multiple, conflicting deadlines.
* Self-motivated, able to work independently and attention to detail.
* Effective verbal and written communication skills

#### Supervision:

* Direct Responsibility:
	+ Accounts Payable Advisor (3)
	+ TWSP/Casual (when applicable)

**Job Evaluation Factors:**

Managers are requested to fill out the section below for job evaluation purposes.

##### Analytical Reasoning

Well-developed analytical reasoning required to think through problems, assess options, understand processes, develop computer models, communicate results and write reports on a diverse range of special projects. Ensures transactions comply with University policies and procedures. Prepares University financial statement supporting for accounts payable.

##### Decision Making

Use initiative in planning and organizing all work based on general guidance from Senior Manager, Financial Services regarding overall goals and objectives.

Resolve technical or administrative problems, referring only unusual problems to senior staff. Determine how problems/solutions will impact operations and determine possible solutions prior to obtaining senior staff involvement.

Recommend new procedures or changes to existing procedures in order to positively impact Financial Services operation and meet audit requirements, including segregation of duties.

Evaluate job candidates and makes effective recommendation on suitable hires.

##### Impact

Impact on the organization is significant and long term. Errors that go undetected may affect recommendations, decisions or actions, leading to a negative impact to the whole organization.

Areas of potential impact could be in the organization’s reputation as payment delays may adversely impact Trent University’s reputation and relationship with vendors.

Undetected or uncorrected errors or deviations from generally accepted accounting principles in the University’s financial statements could result in delays in completion of the external audit, and/or a qualified audit opinion. This may, in turn, have a negative impact on the University’s credit rating, damage the University’s reputation, and/or result in inappropriate decisions by both the University and external stakeholders such as potential investors, donors, lenders, or vendors.

##### Responsibility for the Work of Others

*Direct Responsibility for the Work of Others:*

* Accounts Payable Advisor x 3
* TWSP/casual (when applicable)

*Indirect Responsibility for the Work of Others:*

* Ensures errors in the work of others are corrected in the financial records ensuring the accuracy and integrity of transactional data

##### Communication

*Internal:*

* *Job requires* contact with Staff and Faculty account managers.

*External:*

* *Job requires* contact with Vendors, Auditors, the University’s banking institution, MCU and COU (through financial reporting function), Other post-secondary institutions

##### Motor/ Sensory Skills

* There is a requirement for a high level of precision in motor or sensory skills with some tolerance level. Job duties include keyboarding throughout the day and require dexterity involving attention to detail and accuracy.
* Keyboarding - a lot of time spent on the computer, using keyboard skills – attention to detail and accuracy required.
* Hearing/Verbal - communicate effectively with internal and external audiences

##### Effort

*Mental:*

* Sustained concentration and focus – to complete complex work within tight deadlines and to read and interpret complex documents.

*Physical:*

* Long periods of sedentary work e.g. keyboarding, working on spreadsheets, inputting and verifying accuracy of detailed information, writing reports

##### Working Conditions

*Physical:*

* Sitting for long periods of time

*Psychological:*

* The position involves stress related to the institutional dependence on data accuracy to make decisions that affect enrolment, the budget and institutional reputation.