**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Accounts Payable Assistant

**Job Number:** SO-454

**NOC:** 1431

**Band:** 3

**Department:** Financial Services

**Supervisor Title:** Manager, Accounting Operations

**Last Reviewed:** February 25, 2020

**Job Purpose**

Under the direction of the Manager, Accounting Operations, provides assistance and support for various positions in Financial Services.

**Key Activities**

1. Provides data entry support for Accounts Payable with processing expense claims for reimbursement.

Processes a high volume of invoices for payment. Reviews for accuracy, monitors tax coding and account numbers. Inputs all detail necessary to take advantage of discounts, maintain inventory control and compliance with special payment instructions.

Assists with cheque/electronic payment processing.

Assists with processing VISA accounts for payment, ensuring all tax exemptions have been taken.

Performs special tasks to support month-end and year-end timelines as assigned by Manager and Senior Manager of Accounting Services

**Education**

Completion of a college diploma (2 year) with emphasis in accounting required.

**Experience Required**

* Two years accounting experience in a computerized accounting environment
* Proficiency in computer applications including Word, Excel and Access Database
* Time Management Skills – Organizing and prioritizing
* Ability to work in team environment
* Excellent attention to detail required
* Working knowledge of sales tax and the University tax application tables as they relate to purchasing and accounts payable activities is an asset
* Ability to exercise judgement to handle sensitive data with complete confidentiality
* Excellent communication skills