

## **2.0. Human Resources**

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

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

##### **Policy Reference: EL-1.2**

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 (prior to regular board meetings)**

- 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 Masterworks Financial system
- 1.6 do manual cheques as required; enter manual cheque information with next cheque run process
- 1.7 print accurately numbered computerized cheques, separate triplicate cheques, turn over original cheques to Secretary-Treasurer
- 1.8 file pink cheque copies in appropriate supplier files, file green cheque copies (with invoices/purchase orders) in lock arch files
- 1.9 ensure lock arch boxes are available for perusal at Board Meetings

##### **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 general ledger and general ledger consolidation reports
- 2.3 generate monthly operating statement and operating consolidation reports
- 2.4 generate monthly financial summary report
- 2.5 generate other reports as requested
- 2.6 reconcile monthly bank statements
- 2.7 reconcile and file quarterly GST claim and semi-annual GST report
- 2.8 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 inquiries from school staff and suppliers
  - 4.2 draft and type correspondence regarding accounts payable concerns
  - 4.3 participate in Masterworks Software in-servicing for the accounting system
  - 4.4 make suggestion for improvements to Masterwork 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
  
- 6.0 Enter bus statistics to computer**
  - 6.1 record and enter information on consumption of gas, oil, labor, tires, for each bus
  - 6.2 maintain computerized database on bus statistics
  - 6.3 request programming changes as required
  
- 7.0 Process material data safety sheets (MSDS)**
  - 7.1 record and enter information on system
  - 7.2 ensure sheets are forwarded to appropriate location
  - 7.3 report deficiencies in monitoring system
  
- 8.0 Assist with general office operations**
  - 8.1 answer the phones, greet visitors, and pick up mail when required
  - 8.2 stuff envelopes with accounts payable cheques and add appropriate postage
  - 8.3 complete backup of Masterworks data prior to posting general ledger
  - 8.4 assist/perform clerical duties for administrative team, as directed
  
- 9.0 Other related duties as assigned**