

JOB DESCRIPTION

Position: Accounts Payable/Receivable Clerk

Position Summary: Under the supervision of the Assistant Secretary-Treasurer, receive and process invoices and purchase orders, run cheques, reconcile statements, maintain a variety of files and assist with clerical duties and backup receptionist duties as required.

POSITION DUTIES

RESPONSIBILITIES

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| 1. Accounts Payable | <ul style="list-style-type: none"> • enter purchase orders • maintain vendor book • receive, circulate, check and process approved invoices and reconcile with purchase orders and vendor statements • total invoices, enter data and run cheques • reconcile computer totals and accounts payable clearing totals and make necessary adjustments to ensure all accounts balance |
| 2. Accounting | <ul style="list-style-type: none"> • maintain a variety of records, files, forms and lists • prepare stock charges from material usage sheets and prices to create journal entries |
| 3. General Clerical | <ul style="list-style-type: none"> • perform a variety of clerical duties • assist with the ongoing management of the computer system including backups, contact with software support when needed or implementing new software releases • backup receptionist duties |
| 4. Communication | <ul style="list-style-type: none"> • communicate with staff and others and respond to inquiries and provide general information • respond to angry or upset staff and others • maintain confidentiality of information |

Other comparable or transient duties which are within the areas of knowledge and skills required by the job description may also be assigned.

Qualifications, Fitness and Ability

Completion of Grade 12 plus Okanagan College accounting courses BAC 11 and BAC 12 or equivalent.

Six months recent successful experience in dealing with accounts receivable/payable including reconciliation of the accounts payable.

Proven ability to operate a computer with word processing, database, spreadsheet and communication applications.

Demonstrated ability to communicate effectively, both orally and in writing with students, employees and the public.