

# SOUTHERN RAILWAY OF BRITISH COLUMBIA



## Job Description



<b>Job Title</b>	<b>Accounts Payable Clerk</b>	<b>Job Group: 05</b>
<b>Work Location:</b>	<b>Head Office, New Westminster</b>	
<b>Division/Department:</b>	<b>Finance</b>	
<b>Reports to:</b>	<b>Manager, Project Accounting</b>	
<b>Status:</b>	<b>Full-time</b>	<b>Affiliation: Non-exempt</b>

### Duties & Responsibilities:

- Process & enter vendor invoices, payment requests and employee expense claims.
- Review for accuracy and authorization, enter in the Enterprise Resource Planning (ERP) and preparing cheques and Electronic Funds Transfer (EFT) payments.
- Process vendor invoices and payment requisitions.
- Receive and distribute for authorization incoming vendor invoices and payment requisitions.
- Receive and distribute for authorization employee expense claims.
- Receive and distribute for backup/coding and authorization of company credit card statements.
- Review and check invoices/payment requests for accuracy, completeness and appropriate authorization.
- Review tax application in detail for accuracy and self-assess any applicable taxes where necessary.
- Determine if purchase order applies to invoice and match/process accordingly.
- Review corporate credit card statements and associated backup for accuracy.
- Enter authorized invoices/payment requests/employee expense claims in ERP.
- Review reports generated from accounts payable processes for accuracy and resolve discrepancies.
- Prepare cheques and EFT payments for signature and distribution.
- Record manual payments in ERP for wire/EFT payments withdrawn from bank upon receipt of payment backup.
- Maintain invoice files, cheques registers and other related documentation.
- Respond to inquiries from management, staff and vendors regarding accounts and payments.
- Update vendor records and EFT information.
- Assist General Clerk with incoming mail distribution and bank deposit on a relief basis.
- Maintain compliance with all company policies and procedures.
- Perform other related duties as assigned by supervisor.

### Education and/or Work Experience Requirements:

- Minimum high school diploma or GED required.
- Accounting Certificate or Diploma from a recognized post-secondary institution.
- Two (2) to 4 years of experience in a related field or an equivalent combination of education and experience.

- Excellent computer proficiency in ERP, MS Office (Word, Excel, and Outlook).
- Possess excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers.
- Ability to work under pressure and meet deadlines, while maintaining a positive attitude and exemplary customer service.
- Ability to work independently and carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices.

<b>SRY HR Approval:</b>		
<b>MoveUp Approval:</b>		<b>Approval date:</b>