

JOB DESCRIPTION

Benchmark Job #383

Ministry: Education, Advanced Education and Labour
Branch: Financial Operations
Location: Victoria

Working Title: **Supervisor, Accounts Payable**
Level: Range 21
Classification: Financial Officer

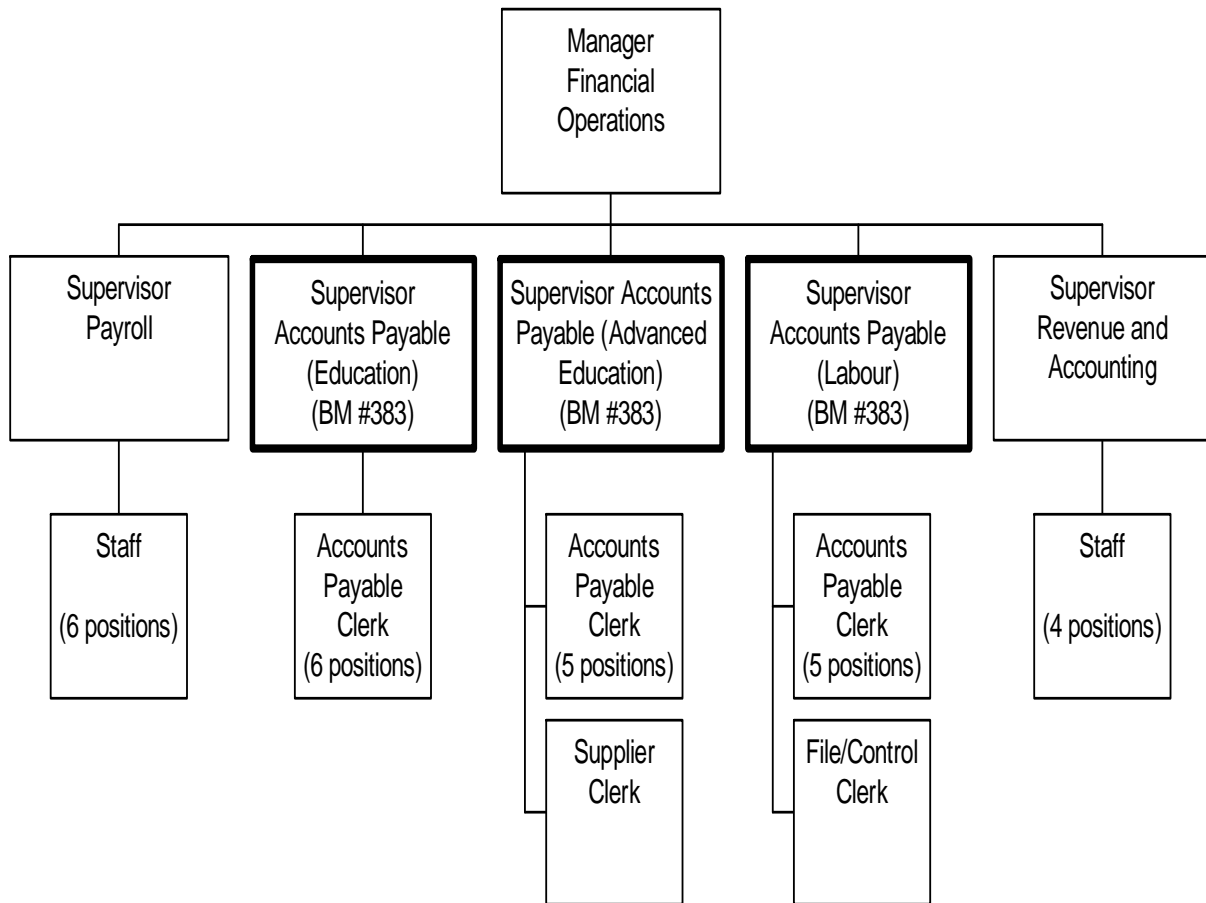
PRIMARY FUNCTION

To supervise the reporting and processing of expenditures for the Ministry of Education.

JOB DUTIES AND TASKS

1. Organizes and supervises the processing of accounts payable
 - a. oversees the review, approval and processing of all accounts payable documents (including contracts) to ensure accuracy and compliance
 - b. oversees transmission of accounts payable data from TSC to the OCG accounting system, establishes payment deadlines, alerts necessary staff of potential delays in payments, resolves processing and transmission problems and rejected transactions
 - c. establishes procedures to ensure payments with a taxable benefit are identified and maintained in the Ministry records and oversees the annual production of more than 20,000 T4A's
 - d. facilitates processing of payments or resolution of procedural and processing problems of a unique, and/or exceptional nature where no policy is available or where procedural problems are specific to a program area
 - e. explains and provides direction on the application of acts, regulations, directives and financial policies and procedures and provides direction and advice on non-routine or contentious problems forwarded from accounts payable clerks, ministry managers, staff, suppliers and contractors
2. Develops, implements and maintains ministry specific payment processing procedures
 - a. identifies system weaknesses and workflow inefficiencies and develops recommended changes
 - b. coordinates the implementation of new or amended accounts payable procedures and systems and provides feedback to the Manager, Financial Operations
 - c. identifies need and assigns accounts payable functional specialist areas such as travel for teachers working on test design, or curriculum development, to section staff
 - d. develops staff training materials and delivers in-house training sessions
 - e. maintains accounts payable section of the SRB/BAS system user manual and ministry financial policy and procedures manual
3. Ensures integrity and maintenance of accounts payable files and computer records
 - a. ensures all accounts payable files are current, complete and secure
 - b. directs accounts payable staff on the opening and closing of accounts payable and supplier fiscal year files and computer records
 - c. tests newly developed system enhancements and modifications, create system test scenarios, identify test discrepancies and concerns and provide feedback
 - d. ensures any outstanding accounts payable transactions rejected by OCG are examined to determine source of discrepancies and necessary adjustment and corrective action is taken
4. Supervises Accounts Payable Section staff (6 FTEs)
 - a. hires and trains staff; plans, assigns and reviews work
 - b. sets work priorities and standards
 - c. conducts formal appraisals of performance and takes disciplinary action
5. Performs other related duties
 - a. responds to queries on existing policy and procedure and explain new ministry and central agency government payment procedures and requirements
 - b. represents ministry at Financial Operations Advisory Council meetings

ORGANIZATION CHART
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REASON FOR CLASSIFICATION

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Job Title: Supervisor, Accounts Payable

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the principles of accounting to analyze the Ministry of Education's accounts payable needs, recommend and develop accounts payable operational policy and procedures and supervise ministry accounts payable programs.</p>	G	250
2	<p>MENTAL DEMANDS Judgement to apply analysis and interpretation of central agency and internal financial controls and choose an approach using a combination of procedures to supervise and facilitate the accurate and timely processing of Ministry of Education accounts payable disbursements.</p>	E	150
3	<p>INTERPERSONAL COMMUNICATION SKILLS Persuasion required to use basic counselling skills to discuss and explain employee performance problems and provide advice for improvement.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to use keyboard with some requirement for speed to meet accounts payable deadlines.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by central agency and Ministry accounts payable operating policies, procedures and regulations, applies accepted work methods in a different way to develop accounts payable procedures and supervise the processing of accounts payable disbursements for the Ministry.</p>	E	120
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Considerable financial responsibility to recommend improvements to ministry specific payment processing procedures.</p>	F	43
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to control accounts payable processes that affect the quality of data and information in the Corporate Accounting Systems (CAS).</p>	E	33

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8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise and appraise employee performance and take disciplinary action (6 FTEs).	DF	21
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Limited care and attention to calm suppliers referred by subordinate staff who call regarding payments.	B	10
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to detail to frequently visually scrutinize accounts payable documents to ensure accuracy and adherence to policies and procedures.	C	12
11	PHYSICAL EFFORT Moderate physical effort required to frequently focus visual attention to computer screen or printed material.	C	12
12	SURROUNDINGS Exposure to regular unpleasant dealings with upset or angry suppliers regarding accounts payable matters.	B	4
13	HAZARDS Limited exposure to hazards from frequent keyboarding.	B	4

Total Points: 719

Level: Range 21