

JOB DESCRIPTION

Benchmark Job #378

Ministry: Finance and Corporate Relations
Branch: Financial Services and Administration
Location: Victoria

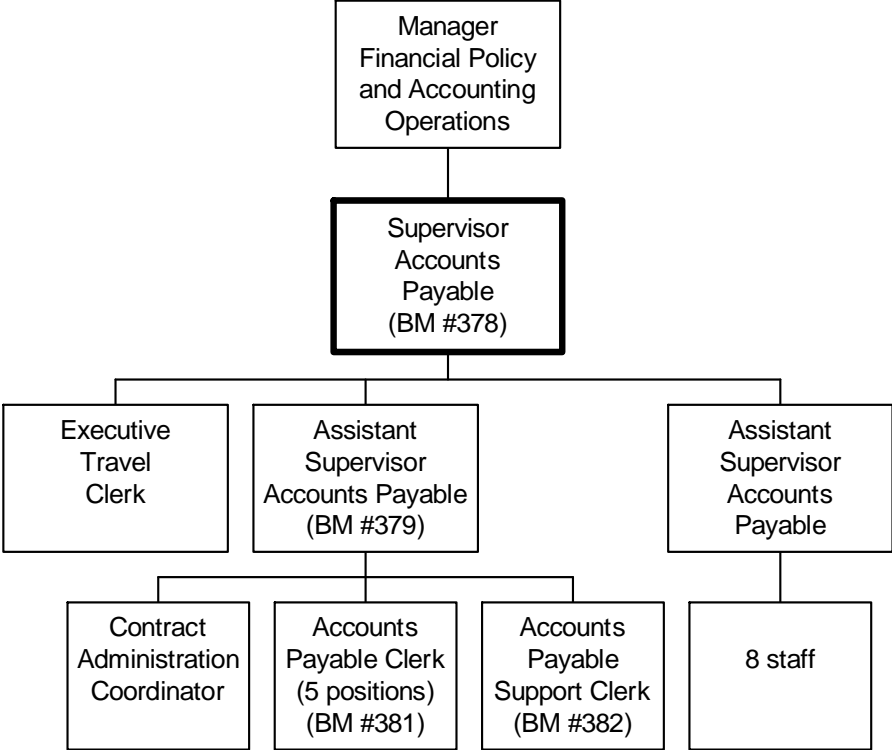
Working Title: **Supervisor, Accounts Payable**
Level: Range 21
Classification: Financial Officer

PRIMARY FUNCTION

To supervise accounts payable processing for the Ministry and multiple supported entities, such as agencies and boards and develop and maintain procedures to process travel related expenses for all Cabinet Ministers and staff.

JOB DUTIES AND TASKS

1. Supervises the processing of accounts payable disbursements
 - a. ensures compliance with central agency policy (i.e. Financial Administration Act, Government Management Operating Procedures, etc.) and Ministry procedures
 - b. analyzes, recommends and initiates improvements to accounts payable operating policies and procedures
 - c. determines Ministry accounts payable procedures and recommends Ministry accounts payable operating policy and financial procedures to be included in the Ministry Accounting and Administrative Guidelines Intranet Connection (MAAGIC), Services Bulletins or Fast Flashes
 - d. controls quality of data and information input to the Corporate Accounting System (CAS)
 - e. develops and delivers training sessions on a range of accounts payable procedures for ministry staff
 - f. chairs quarterly meetings with branch representatives to promote communication of financial policy and procedures changes
 - g. functions as the Ministry accounts payable resource person by requesting improvements to the Financial Systems Officer, communicating changes and ensuring compliance with CAS procedures
2. Develops and maintains procedures for processing in-Canada travel related expenses for all government Cabinet Ministers and their immediate staff when travelling on Government business
 - a. ensures government business travel expenses for MLAs, travelling on behalf of Executive Council, Cabinet Ministers and their staff are processed in accordance with policies and procedures
 - b. reviews travel vouchers and invoices to ensure compliance
 - c. responds to contentious issues or queries regarding payments and policies affecting travel expense processing escalated from Executive Travel Clerk
 - d. recommends and implements procedural improvements to facilitate processing of expenses
 - e. monitors Executive Council travel budget expenditures and reports anomalies to the Manager
3. Supervises the Accounts Payable section through two subordinate supervisors (19 FTEs)
 - a. supervises section staff, including hiring and training
 - b. plans, assigns and reviews work
 - c. sets work priorities and standards
 - d. conducts formal appraisals of work performance
4. Performs other related duties
 - a. responds to queries from auditors on accounts payable issues
 - b. ensures accounts payable records are organized in accordance with ARCS/ORCS
 - c. responds to FOI and conflict of interest requests to provide information
 - d. provides interpretation and advice on accounts payable financial policies and procedures to all levels of staff, outside agencies and suppliers
 - e. resolves complaints from clients and suppliers escalated from subordinates
 - f. coordinates fiscal year end activities carried out by branch staff



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 and accounts payable to analyze the Ministry's accounts payable needs and interpret and apply central agency accounts payable policy and ministry procedures for the Ministry and multiple supported entities.</p> | G | 250 |
| 2 | <p>MENTAL DEMANDS Judgement required to modify accounts payable methods and approaches in response to changing central agency policies to initiate improvements to ministry-specific accounts payable operating policies and procedures and supervise and facilitate the accurate and timely processing of Ministry accounts payable disbursements.</p> | G | 200 |
| 3 | <p>INTERPERSONAL COMMUNICATIONS SKILL 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 Some coordination and dexterity required to use a computer to draft procedures, financial reports, etc. with minimal requirement for speed.</p> | B | 10 |
| 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, initiate improvements and supervise the processing of accounts payable disbursements for the Ministry and multiple supported entities.</p> | E | 120 |
| 6 | <p>RESPONSIBILITY FOR FINANCIAL RESOURCES Considerable financial responsibility to recommend improvements to ministry-specific accounts payable operating policies and 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 System (CAS).</p> | E | 33 |

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|------------|---|--------|---------------|
| 8 | RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise two subordinate supervisors and 17 staff and appraise employee performance (19 FTEs) | DH | 25 |
| 9 | RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Limited care and attention to calm angry suppliers referred by subordinate staff. | B | 10 |
| 10 | SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to detail to frequently scrutinize accounts payable documents. | C | 12 |
| 11 | PHYSICAL EFFORT Moderate physical effort to frequently focus visual attention to accounts payable documents and computer screens. | C | 12 |
| 12 | SURROUNDINGS Exposure to regular unpleasant dealing with upset or angry suppliers regarding accounts payable matters. | B | 4 |
| 13 | HAZARDS Minimal exposure to hazards from regular keyboarding. | A | 2 |

Total Points: 766

Level: Range 21