

# JOB DESCRIPTION

Benchmark Job #381

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

Working Title:  
Level:  
Classification:

**Accounts Payable Clerk**  
Range 9  
Clerk

## PRIMARY FUNCTION

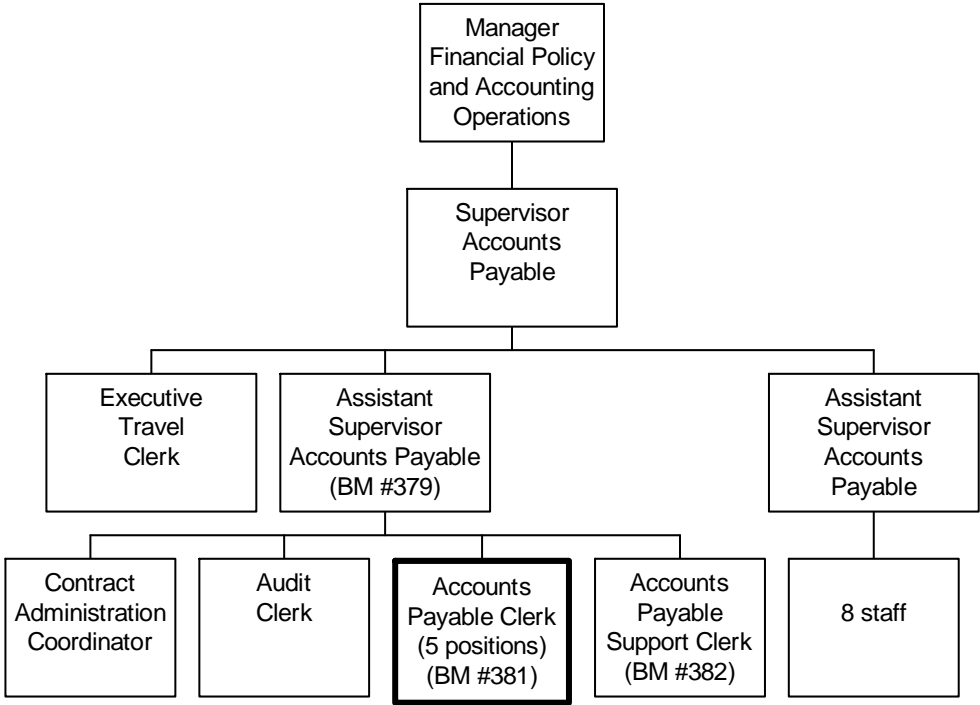
To prepare, calculate and process accounts payable transactions for the Ministry, Office of the Premier and multiple supported entities.

## JOB DUTIES AND TASKS

1. Reviews a variety of accounts payable documents
  - a. ensures compliance with legislation, ministry and central agency policies and procedures; resolves routine transactions which are not in compliance
  - b. verifies that back up and source documents are accurate, complete and compliant
  - c. examines service contracts, expenditure payments, contribution agreements, invoices, relocation reimbursements, grants and contributions, petty cash, business travel claims, purchasing cards, etc to ensure payments are appropriate within the vote descriptions, program mandates, policies and procedures
  - d. verifies journal vouchers prepared by program staff and correct application of expense authority signature
  - e. confirms expenses are charged to correct responsibility centre, STOB, account and supplier code
  - f. verifies invoices have not been previously paid
  - g. certifies forms are approved for payment by the appropriate expense authority
  - h. ensures year end transactions are properly recorded, accrued and reconciled
  - i. performs reconciliations to the Corporate Accounting System (CAS)
  - j. refers questionable transactions to Audit Clerks for formal instruction and resolution
2. Processes accounts payable transactions for the Ministry of Finance, central agencies and other Ministries
  - a. enters taxable payments, notifies payroll section on payment issues, enters information in CAS, ensuring that T4 and T4A information is properly captured
  - b. calculates foreign exchange, US withholding tax and interest due using rates provided
  - c. ensures accounts payable transactions are recorded and processed
  - d. resolves accounts payable processing problems
  - e. prepares journal vouchers
  - f. coordinates replacement process for government cheques
3. Provides information on document preparation and other accounts payable issues
  - a. provides information to program staff on cheque stop payments, replacements, account verification, use of Ministry financial system, contract items, journal vouchers and other payment issues
  - b. educates the branch contacts on invoice processing, contracts, amendments, business travel account, purchasing card, travel vouchers, petty cash, including providing an overview of accounts and the budget process
  - c. liaises with managers and directors and resolves payment discrepancies through discussions with branches
4. Performs other related duties
  - a. obtains and maintains detailed program funding, service contracts, leases and payment records
  - b. responds to telephone and email inquiries
  - c. assists with preparation of documents for off-site storage and future disposal

ORGANIZATION CHART  
Benchmark Job #381

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## REASON FOR CLASSIFICATION

Benchmark Job #381

Job Title: Accounts Payable Clerk

| FACTOR NO. | REASON FOR CLASSIFICATION   | DEGREE | CLASS. POINTS |
|------------|---|--------|---------------|
| 1          | <p><b>JOB KNOWLEDGE</b><br/>           Know a variety of accounts payable functions and understand how they relate to financial legislation, policies and procedures to process accounts payable transactions for a variety of accounts.</p>  | D      | 100           |
| 2          | <p><b>MENTAL DEMANDS</b><br/>           Judgement to recognize known differences and determine the priority of tasks to identify and resolve routine payment discrepancies and verify compliance, perform calculations and process financial documents, correct coding and amounts, coordinate replacement process for government cheques and prepare and reconcile T4As.</p>   | C      | 60            |
| 3          | <p><b>INTERPERSONAL COMMUNICATIONS SKILL</b><br/>           Discretion required to exchange information needing an explanation with managers, directors, program staff and branch contacts to resolve routine accounts payable problems.</p>  | C      | 30            |
| 4          | <p><b>PHYSICAL COORDINATION AND DEXTERITY</b><br/>           Moderate coordination and dexterity required to use a computer with some speed requirement to meet accounts payable deadlines.</p>   | C      | 15            |
| 5          | <p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b><br/>           Guided by specific procedures, selects a course of action to complete assignments using Financial Administration Act, Treasury Board Orders, previous instruction and past practice to process accounts payable and contribution agreements and resolve routine transactions not in compliance with legislation, regulations, policies and procedures.</p> | C      | 50            |
| 6          | <p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b><br/>           Some financial responsibility to process accounts payable transactions and certify forms are approved for payment by the appropriate expense authority.</p>   | C      | 15            |
| 7          | <p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b><br/>           Moderate responsibility to provide support to a large multiple user financial information system by entering data, downloading files and checking for accuracy and compliance.</p>  | C      | 15            |

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|------------|--|--------|---------------|
| 8          | <b>RESPONSIBILITY FOR HUMAN RESOURCES</b><br>Responsibility to provide formal training to program staff on accounts payable policy and procedures.   | B      | 9             |
| 9          | <b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b><br>Responsibility for own well-being and safety in a low risk environment.   | A      | 5             |
| 10         | <b>SENSORY EFFORT/MULTIPLE DEMANDS</b><br>Focused sensory concentration to frequently visually focus on source documents or screen to check transactions for compliance, reconcile reports, prepare journal vouchers and perform calculations. | C      | 12            |
| 11         | <b>PHYSICAL EFFORT</b><br>Moderate physical effort required to frequently focus visual attention to computer screen and printed material to produce reports and update spreadsheets.   | C      | 12            |
| 12         | <b>SURROUNDINGS</b><br>Exposure to crowded office setting with background noise almost always.   | B      | 4             |
| 13         | <b>HAZARDS</b><br>Limited exposure to hazards from frequent keyboarding.   | B      | 4             |

**Total Points: 331**

**Level: Range 9**