

JOB DESCRIPTION

Job Title: Accounts Payable Clerk **Position Number:** 96-05

Incumbent: Vacant **Effective Date:** November 2017

Status: Permanent **Pay Level** 5 **Bargaining Unit:** X Yes No

Supervisor's Title: Controller **Department:** Finance

SUMMARY

Participates as a member of the Finance team in providing a range of accounts payable, accounts receivable, customer service support and general administrative functions. All work shall be carried out and properly documented in accordance with various regulatory bodies and Yukon Energy's policies, guidelines and procedures.

DESCRIPTION

1. Processes invoices for payment, including data entry. Compiles, prepares and maintains accounts payable according to established guidelines by:
 - Preparing invoices and corporate purchasing transactions for payments, matching to system receipt or obtaining authorized signatures along with back-up documentation;
 - Auditing and processing employee and Visa expense statements;
 - Identifying and potentially trouble shooting issues within the ERP system;
 - Verifying and posting transactions into the accounts payable system;
 - Identifying employee personal expenses and forwarding to Payroll for recovery;
 - Collecting audited payables along with corresponding cheques and preparing for outgoing mail;
 - Maintaining accounts payable records; and
 - Reconciling vendor statements and investigating any discrepancies.
2. Receives customer payments, enters information into customer information system, creates customer invoices and prepares bank deposits.
3. Responds to queries from suppliers, customers and staff on status of payments, investigates problems, and takes corrective action.
4. Prepares, verifies and data enters transactions to journals, ledgers and other records.
5. Assists in reconciliation of general ledger, bank accounts and deposits.
6. Performs supporting mail functions for the Corporation as operationally required by:
 - Receiving, opening, sorting and distributing incoming mail;
 - Collecting outgoing mail or packages, determining and affixing postage;
 - Preparing disbursement forms to download money to postage machine;
 - Receiving parcels and courier deliveries; and
 - Making arrangements for messenger/courier items.

JOB DESCRIPTION

7. Assists payroll team with weekly processing as required.
8. Performs a variety of administrative support activities on an as-required basis including word-processing documents, running reports, filing and photocopying.
9. Provides information and assistance to internal and external clients.
10. Maintains the confidentiality of all Corporation information. Adheres to all Corporation policies, procedures and guidelines.
11. Other related duties.

WORKING CONDITIONS

Works in a normal office environment with minimal exposure to physical injury or adverse environmental conditions.

KNOWLEDGE, SKILLS, AND ABILITIES

- Grade 12 and some training in accounting with one year of previous related work experience.
- Experience with computerized accounts payable systems, preferably Great Plains.
- Experience with Windows based software applications such as Microsoft Word and Excel.
- Strong client service orientation as well as good interpersonal skills.
- Good organizational skills.
- Payroll experience would be an asset.
- Ability to work in a team and cross-cultural environment.

Incumbent

Supervisor

Director

Date