

ADMINISTRATIVE PROCEDURE NO. 445

THE ROLE OF ACCOUNTS PAYABLE ADMINISTRATOR

Background

The Accounts Payable Administrator reports directly to the Secretary-Treasurer. The Accounts Payable Administrator will accurately process vendor payable invoices for payment on a timely basis, and will provide consistent and precise coding for accuracy of financial records.

Performance Responsibilities

- Projects a positive image with staff, visitors and callers;
- Collates vendor invoices, purchase orders and receiving documentation and input on a timely basis;
- Verifies purchase orders for evidence of order placement and proper signing authority;
- Verifies receiving documentation for evidence of receipt of goods;
- Prepares invoices with proper coding including the distribution of the GST to the GST distribution account;
- Maintains up-to-date vendor master file;
- Prepares bi-weekly cheque runs;
- Verifies WCB contractor clearances;
- Reconciles vendor statements;
- Reconciles the Accounts Payable sub-ledger to the General Ledger;
- Issues Visa cards;
- Administers the Visa accounts ensuring proper paperwork is submitted;
- Posts Visa transactions to the General Ledger;
- Resource person for school staff for coding, general ledger, and Masterworks queries;
- Administers professional development funds of principals;
- Administers and coordinates the issuance of cell phones;
- Administers online payments;
- Completes year-end procedures for Accounts Payable system;
- Ensures the accuracy of the monthly Telus invoice;
- Provides switchboard relief over coffee breaks and lunch;
- Sends out collection letters for unpaid school fees;
- Photocopies invoices for IMR accounts;
- Reconciles High School CEU's;
- Updates Utility spreadsheets;
- Performs other assigned duties that are within the area of knowledge and skills required by the job description.

Performance Appraisal

1. Regular appraisal of the performance of the Accounts Payable Administrator is a responsibility of the Secretary Treasurer. In carrying out this responsibility, it is recognized that the Accounts Payable Administrator is entitled to such a review in an objective, fair and straightforward manner so that his/her performance may be as effective as possible for the system.
2. The performance appraisal shall derive primarily from the responsibilities of the Accounts Payable Administrator as outlined above.
3. The Secretary Treasurer and the Accountants Payable Administrator will develop and agree upon the procedures for carrying out an effective performance appraisal.