

1. Position No. 80106	2. Descriptive Working Title Accounts Payable Officer		3. Present Classification FO2
4. Department Finance / Accounting	5. Branch/Section Corporate Services	6. Proposed classification	Date Revised Dec 2019
7. Position No. of Supervisor 32051	8. Descriptive Work Title of Supervisor Senior Accounting Officer		9. Classification of Supervisor AO 4
10. Job Summary:			

The Accounts Payable Officer performs a variety of accounts payable functions and works closely with the Senior Accounting Officer to ensure that accounts payable processing by staff meets the performance criteria established by the finance department. The position provides assistance to the Senior Accounting Officer on the following major tasks: processing grants in lieu of property taxes and utility charges for property owned by Provincial Rental Housing Corporation (PRHC), accounts payable procedures and operating policy updates, voucher batches post audit process, accounts payable performance reporting, travel claims audit and post audit process.

11. Duties:

1. Works with the Senior Accounting Officer to facilitate the payment of annual grants in lieu of property taxes and municipal utilities fees for properties owned by PRHC and/or directly managed by BC Housing.
2. Confirms property tax statements are received for all properties, prepares payment vouchers of property taxes, grants, and utilities, processes tax, grant, and utilities payments.
3. Creates and maintains recycle subsidy, utility, and mortgage recurring vouchers.
4. Responds to telephone and written inquiries concerning property and related payments.
5. Provides general advice and guidance on accounts payable procedures to accounts payable staff.
6. Updates accounts payable procedures and makes suggestions for process improvement and streamlining.
7. Provides accounts payable training to new accounts payable staff. Provides refresh training on accounts payable tasks to BC Housing employees.
8. Participates in completion of the Month End and the Year End accounts payable functions.
9. Prepares working spreadsheets for Accounts Payable Technicians to conduct monthly audit vouchers review, ensuring that entered vouchers meet the required criteria for the accounts payable process.
10. Prepares monthly analysis and statistics on accounts payable performance reports for overdue payments for the Commission and separately for each region/department.
11. Performs monthly accounts analysis, adjustments and reconciliation on a variety of accounts payable accounts.
12. Takes a main auditor's role and provides systems training and procedural assistance to staff on entering travel and miscellaneous expenses in the financial system.
13. Runs reports for regular post audit reviews on reimbursed travel claims. Reviews the post audit results to ensure employees are paid in line with BC Housing Travel policy. Ensures that appropriate adjustments are processed for overpaid/underpaid travel claims.

14. Performs regular day to day accounts payable duties:

- Voucher entry
- Batch reviews and approval
- Recurring vouchers updates and recycles
- Cheque runs for voucher payments, as scheduled
- Regular monthly voucher audit
- Responding to client/supplier queries and investigating issues
- Accounts payable documents scanning
- Assigning RIC# to AP batches

15. Performs other related duties that do not affect the nature of the job, including participating on project task teams or assisting with special assignments.

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4. Education, Training and Experience		

Completion of a college diploma in accounting, finance, or other relevant discipline.

Minimum two years directly related and progressive work experience in a high volume computerized financial accounting environment.

Or an equivalent combination of education, training and experience acceptable to the employer.

5. Knowledge and Skills		
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Core Competencies

- Personal Effectiveness
- Communication
- Results Oriented
- Teamwork
- Service Oriented

- Sound knowledge of accounting and accounts payable principles and processes
- Sound knowledge of internal controls and business best practices related to accounts payable functions
- Proficient in the use of MS Office applications at an intermediate level (Word, Excel, and Outlook) and finance related systems and applications.
- Strong analytical, investigative and problem-solving skills
- Strong interpersonal skills including a high degree of tact and diplomacy under stressful situations
- Strong written and verbal communication skills
- Strong attention to detail, accuracy, and consistency
- Ability to analyze data, communicate findings, make recommendations and facilitate changes
- Ability to provide advice, guidance and training to team members and other staff
- Ability to build relationships and work with internal and external clients
- Ability to work under pressure and meet deadlines while managing multiple priorities

6. Occupational Certification		
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