

CITY OF HAMILTON

CORPORATE SERVICES DEPARTMENT (FINANCE & ADMINISTRATION - LOCATION - 55 HESS STREET SOUTH)

HOUSING ACCOUNTS PAYABLE CLERK - CUPE 5167

JOB SUMMARY

Report to the Chief Financial Officer of CityHousing Hamilton Corporation (CHH). Process payments for utility bills for all CHH properties, including but not limited to: Hydro One, Hamilton Utilities Corporation, Reliance Home Comfort and Union Gas. Liaise with vendors to resolve any identified concerns with billing and respond to general inquiries related to responsibilities of position.

GENERAL DUTIES

Processes utility bills using the CHH financial system.

Processes other miscellaneous accounts payable batches.

Verifies and codes invoices, ensuring all deadlines for vendor terms are met and that all available discounts, refunds and rebates are taken and properly processed.

Investigates excessive utility costs and ensures Property Managers are aware of excessive utility costs for unit(s). Advises Property Managers of the process of receiving relief for units where excessive utility charges and repairs are performed.

Investigates high utility reading with the utility provider and arranges re-reads of utilities. Reports on low utility readings where defective meters are suspected.

Updates Bell Bill manager with new accounts for preauthorized payments.

Requests refunds for final CHH billings.

Identifies charges to be added to the tenant ledger and notifies appropriate staff to make these charges.

Prepares batch invoices, and balances invoices with computerized totals.

Liaises with Operating Departments regarding invoice processing.

Processes cheque runs and Electronic Fund Transfers for all CHH vendors (work order, non-work order, and miscellaneous)

Obtains appropriate approval signatures and mails cheques to vendors. Also notifies vendors of payments either by scanning, emailing, faxing or calling vendors for cheque pick-up.

Coordinates stop payments/voids when necessary.

Inputs and retrieves accounts payable data and maintains vendor updates.

Reconciles statements, investigates, reviews and follows-up on outstanding invoices and credit notes.

Performs year end accounting functions, such as making sure all invoices are accrued.

Maintains filing systems such as vendor, purchase order, and cheque requisitions files.

Receives and answers inquiries from staff, other departments, and suppliers

Reviews and revises accounts payable procedures and updates procedures manuals.

Orders office supplies and distributes to appropriate departments.

Responds to telephone enquiries and other enquiries as necessary.

Balances cash and other payment transactions for the purpose of preparing bank deposits for pick up as required.

Operates an interact terminal, processing payments and issuing receipts as required.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties related and related to the major responsibilities of the jobs.

QUALIFICATIONS

1. Demonstrated knowledge of basic accounting procedures normally acquired through a combination of education and relevant work experience. Previous experience using the Arcori and Northgate Software system would be considered an asset.
2. Demonstrated knowledge of accounts payable, normally acquired through direct work experience in an accounts payable environment.
3. Experience in a computerized accounting environment. Demonstrated ability to input and retrieve data accurately and timely in a financial software system. Working knowledge of Microsoft Word, Excel and Outlook at the intermediate level.
4. Demonstrated ability to operate a point of sale terminal an asset.
5. Ability to work independently, applying initiative, judgment, and organizational skills to complete tasks.
6. Must be flexible with good time management skills in order to work within established timelines.
7. Must possess good interpersonal, communication, and customer service skills in order to deal with vendors, staff, tenants and the general public in a professional and efficient manner.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.