

CITY OF HAMILTON

CORPORATE SERVICES DEPARTMENT
(FINANCIAL SERVICES, TAXATION & CORPORATE CONTROLLER DIVISION – BUSINESS APPLICATIONS,
ACCOUNTS PAYABLE & ACCOUNTS RECEIVABLE SECTION - LOCATION - 120 KING ST. W., 9th FLOOR)

ACCOUNTS PAYABLE VENDOR CLERK - CUPE 5167

SUMMARY OF DUTIES

Reporting to the Manager, Business Applications, Accounts Payable & Accounts Receivable. Distributes invoices, maintains vendor accounts, and performs accounting duties associated with the operation of the Financial Services Division.

GENERAL DUTIES

Opens, stamps, sorts and distributes incoming external and internal mail.

Prepares invoices received via Canada Post for scanning by separating invoices into categories and inserting a separator sheet between them.

Monitors scanner for image quality during scanning.

Identifies, corrects or rejects vendor invoicing problems.

Verifies and routes invoices that are received through the Departmental Invoice Email addresses.

Reviews invoices for image clarity, ship to information and vendor name selection.

Distributes internal cheques. Prepares general vendor cheques for Canada Post mailing.

Monitors and responds to requests received through the AP General Email address and AP General phone. Assists Accounts Payable Clerks by responding to Vendor queries regarding payments and invoice status.

Assembles and labels boxes for storage by recording dates, data and box numbers in a journal. Arranges for pick up.

Performs scanner maintenance to inspect for wear and tear and to remove dust, debris.

Orders office supplies as needed.

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 as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Previous business experience related to duties listed above normally acquired through a combination of education and relevant accounts payable experience.
2. Experience in a computerized environment. Proficient working knowledge of Microsoft Office XP products including Microsoft Outlook, Word and Excel.

3. Excellent oral communication skills.
4. Demonstrated ability to communicate effectively and courteously with the public.
5. Ability to prioritize.
6. Ability to work independently.
7. Previous experience in a municipal environment would be an asset.

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