

# CITY OF HAMILTON

## CORPORATE SERVICES DEPARTMENT (FINANCIAL SERVICES - LOCATION - 120 KING ST. W.)

### EXTERNAL DISBURSEMENTS CLERK - CUPE 5167

#### SUMMARY OF DUTIES

Reporting to the Manager, Business Applications Support and Accounts Payable, responsible for planning, co-ordinating and administering the Procurement Card Program.

#### GENERAL DUTIES

Plans, co-ordinates and administers the Procurement Card Program. Receives approved applications, maintenance forms and agreement forms. Requests procurement cards and alters existing criteria (raises limits/removes blocks from cards, alter accounts cancel cards, etc.). Deals with emergency issues if card denials.

Uploads/downloads web files and reconciles on-line transactions. Interfaces Access Direct with Peopletools to generate General Ledger journals for all departments. Processes all corrections and informs each department of their errors. Generates reports to distribute electronically to General Managers, City Manager and the Mayor.

Meets with employees to distribute Procurement Cards. Maintains master procurement card log and secures files.

Administers the tuition reimbursement policy. Analyzes and processes tuition claims to determine eligibility for reimbursement. Ensures adherence to policy. Maintains filing system. Reviews and follows-up outstanding tuition advances and composes correspondence. Confers with payroll section to collect monies from employees failing tuition courses.

Administers business travel, seminar and conference policy and procedures. Analyzes and reconciles travel expenditures and travel advances. Determines legitimacy of expenses and adherence to policy. Prepares journals and financial adjustments. Reviews and follows-up outstanding employee travel advances and composes correspondence.

Analyzes foreign currency requests received by Departments. Assesses taxes adhering to Revenue Canada's tax laws and captures GST rebates. Corresponds with bank officials to purchase foreign drafts.

Verifies, codes, approves and processes invoices, cheque requisitions and related expenses for employees. Inputs and retrieves data. Determines applicable tax codes and captures GST rebates.

Reconciles and analyzes accounts. Defines variances and prepares reconciliation. Prepares journals and financial adjustments.

Prepares and co-ordinates the remuneration report for Council. Determines relevant expenditures and contacts outside agencies to request information. Confirms consistencies/inconsistencies among expenditures. Reviews, amends and explains variances.

Develops procurement card reports as requested.

Receives and answers inquiries from staff, elected officials, suppliers and other departments. Resolves complaints.

Prepares reports and Freedom of Information requests.

Orders travel and tuition expense forms.

Reviews and updates procurement card on line procedure/process.

Performs other duties as assigned and which are directly related to the responsibilities of the job.

**QUALIFICATIONS**

1. Demonstrated knowledge and working experience with accounts payable at an intermediate financial level utilizing a computerized accounting system.
2. Developed understanding of business accounting concepts.
3. Experience in a computerized environment. Detailed working knowledge of MS Office - Word, Excel and database software. Knowledge of Peoplesoft would be considered an asset.
4. Demonstrated knowledge of account analysis, reconciliation and journal creation.
5. Demonstrated mathematical aptitude and the ability to operate under tight time restrictions.
6. Demonstrated knowledge to perform year-end accounting functions.
7. Demonstrated ability to prepare computerized spreadsheets and manipulate data. Must be able to create macros.
8. Must possess good report writing and communication skills.
9. Demonstrated ability to communicate both in writing and verbally with the public, contractors, councillors and other City Departments as well as internal staff.
10. Previous experience working with accounts payable utilizing a computerized accounting system.
11. Knowledge of generally accepted accounting principles.