

## CITY OF HAMILTON

**CORPORATE SERVICES DEPARTMENT**  
**(TREASURY/FINANCIAL SERVICES DIVISION – ACCOUNTS PAYABLE - LOCATION - 120 KING ST. W., 9<sup>th</sup>**  
**FLOOR)**

### **ACCOUNTS PAYABLE CLERK - CUPE 5167**

#### **SUMMARY OF DUTIES**

Reports to the Supervisor, Accounts Payable. Processes accounts payable invoices; performs clerical duties associated with the operation of the Accounts Payable section.

#### **GENERAL DUTIES**

Manage vendor accounts with respect to invoice payments.

Process invoices by inputting data into the PeopleSoft system.

Verify and codes invoices, ensuring all deadlines for vendor terms are met and that all available discounts and GST rebates are taken.

Balance invoices with computerized totals.

Proofread data input to ensure accurate payments are made.

Retrieve and analyse accounts payable data from the financial system or from archives.

Reconcile supplier statements, investigate, review and follow up on outstanding invoices and credit notes.

Perform year end accounting functions as they relate to Accounts Payable.

Maintain filing systems.

Answer vendor inquiries.

Liaise with Operating Departments regarding invoice processing.

Run system interfaces into AP module.

Balance and process monthly billings such as office supplies billing.

Calculate and prepare adjusting journals.

Receive and answer inquiries from staff, other departments and suppliers.

Review and revise accounts payable procedures and updates procedures manuals.

Determine HST rebates.

Work 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.

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

**QUALIFICATIONS**

1. Demonstrated knowledge of basic accounting and math concepts normally acquired through a combination of education and relevant work experience.
2. Demonstrated knowledge of accounts payable normally acquired through work experience in an accounts payable environment.
3. Good working knowledge of Microsoft Office XP (Word and Microsoft Outlook).
4. Demonstrated knowledge of Excel at an intermediate level and the ability to create and manipulate data in Excel spreadsheets.
5. Good working knowledge of PeopleSoft financial system would be an asset.
6. Demonstrated ability to input alphabetical and numeric data at an acceptable speed.
7. Good written and verbal communication skills.
8. Demonstrated ability to work with other computer programs as required.
9. Demonstrated keyboarding skills.