



ACCOUNTS PAYABLE CLERK

COMPETITION: #24149-50010109

SECTION: Financial Services Section, Accounting Services Unit
STATUS: Regular full-time
HOURS OF WORK: Monday to Thursday, 7:00 a.m. to 4:00 p.m. Pay
SALARY: Grade 19 - \$34.30 to \$40.34 per hour
COMPETITION END DATE: Thursday, November 28, 2024

Responsible for processing all accounts payable. Deals with invoices and payments and ensures procedures are conducted in accordance with VPD policies.

ESSENTIAL DUTIES

- Reviews, calculates, verifies, codes, enters data pertaining to and processes all accounts payable invoices, including refunds and employee expenses and reimbursements either through SAP, credit
- card or wire transfers/bank drafts, EFTs or Chrome River (or any other applicable financial and accounting processing system), for purchase of goods and services
- Reviews and processes invoices based on purchase orders, ensures account codes and taxes are correct and enters journal entries to make adjustments where necessary
- Reviews and reconciles payments made pursuant to contracts
- Reviews and requests new vendor accounts set up from the City and updates to vendor accounts
- Reviews and reconciles vendor statements and liaises with vendors to resolve issues and ensures compliance to VPD's purchasing policy
- Retrieves data and prepares reports as required for ad-hoc, periodic reporting and year end audits
- Reviews and ensures various taxes, customs and duties have been properly charged, coded and remitted
- Provides routine purchasing assistance to other staff
- Checks postings of purchases to the accounting system to ensure accuracy
- Prepares journal entries of varying types and degrees of complexity
- Acts as site coordinator for the VPD's purchase credit cards, reconciles monthly credit card statements and provides training as needed
- Assists with the development, update, enforcement and training of financial policies and procedures
- Prepares various financial ad-hoc reports as requested
- Provides applicable SAP training, Chrome River training and any other applicable related applications
- Provides back up relief for the Accountant and other Account Clerks in the Finance Section
- Performs general administrative office duties and other related duties as required
- Other related duties and responsibilities as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Required:

- Strong verbal and writing skills
- Exceptional organizational skills with the ability to multitask and complete assigned tasks efficiently and effectively
- Ability to work with minimum supervision, initiate clerical procedures, exercise sound judgement
- and make decisions in accordance with applicable rules, regulations and policies
- Ability to establish and maintain effective working relationships in a team environment
- Strong customer relation skills in the management of proper purchasing procedures
- Intermediate knowledge using Excel and Word



Preferred:

- Proficiency using SAP

EXPERIENCE

Required:

- Minimum two years in a relatively large and complex accounting office
- OR five years working in a variety of accounting positions in smaller organizations

Preferred:

- Experience with large, complex accounting, and purchasing systems

EDUCATION

Required:

- Grade 12
- Two years accounting diploma or completion of a second year of a professional accounting program
- Completion of intermediate level accounting from a recognized post-secondary institution

Preferred:

- Completion of a post-secondary accounting or finance program

OTHER REQUIREMENTS

- All employees must maintain their enhanced security clearance while employed with the Vancouver Police Department, which will be renewed every five years or as required
- **Must be a Canadian Citizen or Permanent Resident**
- **There is no opportunity for remote work. Employees are required to work on-site/in office.**

SELECTION PROCESS

Candidates will be required to achieve 70% on a written test in order to move forward to the interview stage.

- The test will account for 60% of the overall score
- The interview will account for 40% of the overall score

NOTE: This position falls under the jurisdiction of Teamsters Local 31.

We thank all applicants, however, only those short-listed will be contacted.

Applicants should submit a resume via email by 4:30 p.m. of the closing date. **Resumes should indicate clearly the competition number on the subject line in the email**, and be made to the attention of Human Resources Section, via email vpd.civilian.jobs@vpd.ca.