



ACCOUNTS PAYABLE CLERK

COMPETITION: #2503-50010109

SECTION: Accounting Services Unit, Financial Services Section
STATUS: Temporary full-time for approximately 12 months
(may be extended or reduced for operational reasons or circumstances that could not be foreseen at the time of posting)
HOURS OF WORK: Monday to Friday, 7:00 a.m. to 3:00 p.m.
SALARY: Pay Grade 19 - \$34.30 to \$40.34 per hour
COMPETITION END DATE: Thursday, January 30, 2025

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, and enters data pertaining to 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

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 year 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

- Must be a Canadian citizen or a Permanent Resident
- There is no opportunity for remote work – employees are required to work on-site / in office
- 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

SELECTION PROCESS

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

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

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

Applicants should submit a resume via email to vpd.civilian.jobs@vpd.ca by 4:30 p.m. on the closing date. **The competition number must be indicated in the subject line in the email.**