



## Accounts Payable Clerk/Procurement

**Department/Location:** Finance

**Type:** Full Time

**Union/Non-Union:** Non-Union

**Reports to:** Deputy Treasurer

### **Job Summary:**

To support the Corporation of the Town of Petrolia's Finance Departments and to provide Customer Service as overseen by the Clerk to the general public.

### **Job Responsibilities:**

1. Accounts Payable—Responsible for the preparation, inputting and calculation of invoices for all departments. Responsible to ensure invoices received for payment are matched to packing slips or PO's, coded and distributed to Directors for approval.
2. Preparation of the cheque register, printing of required cheques, matching cheque stubs to invoices for filing and mailing cheques. Ensure payments are made in a timely manner in accordance to vendor payment terms.
3. Maintain vendor files, answering inquiries from vendors and providing information to the Directors regarding the accounts as requested.
4. Prepare and order certified cheques and US dollar bank drafts from bank.
5. Maintain control over the office's petty cash, including: distribution of funds as request, balancing and replenishment of the funds.
6. Tracking and recording of all purchased fixed assets for reporting and audit purposes.
7. Vehicle Licenses—preparation—information—responsible for license renewals, ownerships and plates for all Town owned vehicles.
8. Co-ordinate the ordering of garbage dumpster and arrange for extra dumps and pickups as requested.
9. General Customer Service Support - Phone 2, Counter 1 support, responding to phone and counter inquiries
10. Preparation of outgoing mail, interim and final tax billings, acceptance of tax payments and answering inquiries regarding taxes.
11. Provide vacation coverage for administrative support staff.
12. Responsible to provide information within the guidelines of the Municipality, for good public relations amongst staff and the public.
13. Work effectively with the public and assist in resolving concerns.
14. Maintain confidentiality
15. When required carry out other duties that relate to office administration in the Municipal Office as assigned.
16. Agrees to follow health and safety policy and procedures.
17. Agrees to participate in any training required as per the health and safety policy.

### **Procurement**

1. Bids & Tender software—Responsible for the inputting and posting of procurement RFP, RFQ & Tenders preparation documents for all departments once received from the Department Director.
2. Responsible to follow up and respond to inquiries in relation to the procurement posting.
3. Work in coordination with the Clerk to finalize the procurement posting.



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### **Job Requirements:**

- Diploma in Office Administration or related discipline
- 2+ years office administration experience, municipal setting an asset
- 3+ years of Accounts Payable/Receivable experience
- Positive & proactive attitude
- Proficient in Microsoft Office
- Familiarity and experience with a Municipal/Public Service environment
- Knowledge of Keystone Software, iCompass, and TOMRMS an asset

### **Skills:**

- Capacity to work both independently and in a team environment
- Ability to adapt to the daily challenges associated with a busy work environment
- Excellent communication and customer service skills
- Strong computer skills
- Ability to work with minimal supervision and meet deadlines, excellent time management skills
- High level of accuracy required
- Ability to handle confidential information

### **Efforts:**

- Normal Workweek –37.5 hours
- Involves mental and visual concentration
- Sitting for large portion of working day
- Repetitive motions and tasks (i.e. Typing, answering phone, etc.)

### **Working Conditions:**

- Office environment
- Interactions with upset or angry customers/residents

Reviewed

September 2018  
July 2021

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Rick Charlebois, CAO

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Employee Signature