Position Description Form (PDF)

College: Sir Sandford Fleming

Incumbent's Name: VACANT

Position Title: Accounts Payable Representative   Payband: E

Position Code/Number (if applicable): S00453

Scheduled No. of Hours_____35/w_____

Appointment Type: ____X_____12 months _____less than 12 months

Supervisor's Name and Title: Mark Morden, Manager, Reporting and Accounting

Completed by: Manager, Reporting and Accounting   PDF Date: November 2011
Last Revision: August 29, 2023

Signatures:

Incumbent: Date:
(Indicates the incumbent has read and understood the PDF)

Supervisor: Date:

Instructions for Completing the PDF

1. Read the form carefully before completing any of the sections.

2. Answer each section as completely as you can based on the typical activities or requirements of the position and not on exceptional or rare requirements.

3. If you have any questions, refer to the document entitled "A Guide on How to Write Support Staff Position Description Forms" or contact your Human Resources representation for clarification.

4. Ensure the PDF is legible.

5. Responses should be **straightforward and concise using simple factual statements.**

Position Summary

Provide a concise description of the overall purpose of the position.

> The Accounts Payable Representative is responsible for processing accounts payables for the College, using an Enterprise Resource Planning system. Accountabilities include the resolution of payable issues with College and vendor representatives; processing of approved expenditures in a timely manner; and providing information and support to the College community regarding AP process & procedures to ensure the accounts payable function operates smoothly and efficiently.
>
> The incumbent processes purchase order and non-purchase order invoices, student refunds/bursaries, College credit card reports and employee expense reimbursements; creates and maintains vendors in PeopleSoft; and sorts and distributes mail for the Finance Department.

Duties and Responsibilities

Indicate as clearly as possible the significant duties and responsibilities associated with the position. Indicate the approximate percentage of time for each duty. Describe duties rather than detailed work routines.

	Approximate % of time annually*
1. Processes Accounts Payable: • Entering non PO invoices and matching invoices with PO's in PeopleSoft • Checking for receiver's signature, budget manager approval, quantity, price extensions, totals, taxes and account/department numbers • Checking on all significant price or quantity variances and obtaining proper approvals • Communicating with the receiver and/or budget managers on discrepancies (returns, missing packing slip, damaged material, claims, etc.) • Inputs credit note information into PeopleSoft • Processes Student Refund/Bursaries • Processes College Credit Card reports and employee reimbursements, ensuring compliancy with College Policies/Procedures/Directives • Sort and distribute daily mail	75%
2. Communicates with the Purchasing Department and other College staff when required to ensure Accounts Payable are processed correctly to enable correct processing of payments. Follows up on outstanding Purchase Orders.	10%
3. Creates and maintains accurate vendor records in PeopleSoft	5%
4. Corresponds with vendors when additional information in required to complete transactions and acts as main point of contact when suppliers call with payment inquiries.	5%
5. Other related duties as assigned including assisting staff with general inquiries and procedures.	5%

*   To help you estimate approximate percentages:

½ hour a day is 7%	1 hour a day is 14%	1 hour a week is 3%
½ day a week is 10%	½ day a month is 2%	1 day a month is 4%
1 week a year is 2%		

1. Education

A. Check the box that best describes the **minimum** level of **formal** education that is required for the position and specify the field(s) of study. Do not include on-the-job training in this information.

Up to High School	□ 1 year certificate	X□ 2 year diploma
□ Trade certification	□ 3 year diploma / degree	□ 4 year degree or 3 year diploma / degree plus professional certification

□ Post graduate degree (e.g. Masters) or 4 years degree plus professional certification

□ Doctoral degree

Field(s) of Study:

Business (preferably Accounting focus)

B. Check the box that best describes the requirement for specific course(s), certification, qualification, formal training or accreditation in addition to and not part of the education level noted above and in the space provided specify the additional requirement(s). Include only the requirement that would typically be included in the job posting and would be acquired prior to the commencement of the position. Do not include courses that are needed to maintain a professional designation.

X   No additional requirements

□ Additional requirements obtained by course(s) of a total of 100 hours or less

□ Additional requirements obtained by course(s) of a total between 101 and 520 hours

□ Additional requirements obtained by course(s) of a total of more than 520 hours

2. Experience

Experience refers to the minimum time required in prior position(s) to understand how to apply the techniques, methods and practices necessary to perform this job. This experience may be less than experience possessed by the incumbent, as it refers only to the minimum level required on the first day of work.

Check the box that best captures the typical number of year of experience, in addition to the necessary education level, required to perform the responsibilities of the position and, in the space provided, describe the type of experience. Include any experience that is part of a certification process, but only if the work experience or on-the-job training occurs after the conclusion of the educational course or program.

□	Less than one (1) year	
□	Minimum of one (1) year	
□	Minimum of two (2) years	
X	Minimum of three (3) years	A minimum of three (3) years recent (within the last three years) practical work experience processing a high volume of Accounts Payable transactions in a large organization, using a computerized Enterprise Resource Planning system (preferably Oracle PeopleSoft). Experience with involvement in finance year-end processes, including accruals as well as prepaids. Experience working in a customer service team environment. Experience interpreting accounts payable information, policies and procedures and providing clear explanations Experience independently prioritizing own work assignments to meet regular deadlines, and multi task while paying particular attention to detail and accuracy Intermediate experience using standard office software applications including Excel, Word, Outlook as well as significant previous experience using Accounts Payable software in an ERP system
□	Minimum of five (5) years	
□	Minimum of eight (8) years	

3. Analysis and Problem Solving

This section relates to the application of analysis and judgement within the scope of the position.

The following charts help to define the level of complexity involved in the analysis or identification of situations, information or problems, the steps taken to develop options, solutions or other actions and the judgement required to do so.

Please provide up to three (3) examples of analysis and problem solving that are regular and recurring and, if present in the position, up to two (2) examples that occur occasionally:

	#1 regular & recurring
Key issue or problem encountered.	No Purchase Order has been entered into the system to enable invoice processing to proceed.
How is it identified?	Identified following receipt of invoice and checking under Vendor name already in the system. Purchase Order should have been entered previously, however it is not there.
Is further investigation required to define the situation and/or problem? If so, describe.	Yes. The College's Procurement policies and guidelines relating are to be adhered to. This requires the investigation as to whether a purchase order is required or not.
Explain the analysis used to determine a solution(s) for the situation and/or problem.	Establish ownership of invoice. Contact requisitioner and ask for further information (i.e. is there a warranty, was the service provided on-site, etc.) relating to the purchase to determine if a purchase order is required or not, existing alternatives may not assist in a solution due to unique products/services purchased by the College. .
What sources are available to assist the incumbent finding solution(s)? (E.g. past practices, established standards or guidelines).	Previous experiences, past invoices processed relating to a particular Vendor and/or information on the invoice may give an indication of a requisitioner responsible for the invoice.

3. Analysis and Problem Solving

#2 regular & recurring

Key issue or problem encountered	In reviewing an expense report or Credit card report from a it is discovered a purchase has been made that contradicts College Policies/Procedures/Directives.
How is it identified?	A review of documentation provided along with an understanding of College Policies/Procedures/Directives.
Is further investigation required to define the situation and/or problem? If so, describe.	Occasionally confirmation is required to affirm the policy interpretation. First, a further read through the CFIS guidelines and College Policies/Procedures/Directives would be reviewed. If further interpretation is required, a discussion with the Supervisor would be engaged.
Explain the analysis used to determine a solution(s) for the situation and/or problem.	Upon confirmation that a purchase has been made that contradicts College Policies/Procedures/Directives, the employee and budget manager would be notified. Along with the notification would be the education necessary for the employee to clearly define their purchasing limits and/or guidelines.
What sources are available to assist the incumbent finding solutions)s)? (E.g. Past practices, establish standards or quidelines).	Sources available are the CFIS Guidelines, Policies/Procedures/Directives and past practice. College policies are at times subject to interpretation.

#3 regular & recurring

Key issue or problem encountered	Inaccurate account and/or department number on the invoice to properly process invoice. (ex Office Supplies charged to Professional Services)
How is it identified?	Identified during incumbent review of the invoice. Each account & dept number is to be reviewed for reasonableness to ensure that expenditures are being accurately recorded
Is further investigation required to define the situation and/or problem? If so, describe.	Incumbent would contact budget manager for explanation of discrepancy and select best recommendation of appropriate account / dept number.

Explain the analysis used to determine a solution(s) for the situation and/or problem.	If the account number is not reasonable this must be identified and the proper account number provided to the budget manager. A solution may not be a result of a past practice due to the uniqueness of some purchases and there being a large number of accounts. Authorized signature must be obtained before invoice can be processed
	In situations where past practice can't be applied, the incumbent may need to modify past practices to develop a solution. Significant modification would require manager input.
What sources are available to assist the incumbent finding solution(s)? (e.g. past practices, established standards or guidelines).	Previous experiences, past practices and available information on the invoice may assist incumbent. As a last resort, vendor may be contacted to establish name of staff member/purchaser ordering goods or service

#1 occasional (if none, please strike out this section)

Key issue or problem encountered	Payables document extending beyond current fiscal year not identified as "prepaid"
How is it identified?	Through review of invoice timeframe of service extends beyond current fiscal year
Is further investigation required to define the situation and/or problem? If so, describe.	No
Explain the analysis used to determine a solution(s) for the situation and/or problem.	Confirmation with appropriate staff that service dates on payable document are accurate
What sources are available to assist the incumbent finding solution(s)? (e.g. past practices, established standards or guidelines).	Past practice, College standards relating to "prepaids"

#2 occasional (if none, please strike out this section)

Key issue or problem encountered	Unable to process an invoice as Purchase order requires receiving.
How is it identified?	Check the Purchase Order is in the system. Established receiving is required, but requisitioner has not confirmed receipt in the system.
Is further investigation required to define the situation and/or problem? If so, describe.	N/A
Explain the analysis used to determine a solution(s) for the situation and/or problem.	Contact requisitioner and if services/product received request them to receive items on the Purchase order to enable the invoice process to proceed.
What sources are available to assist the incumbent finding solution(s)? (e.g. past practices, established standards or guidelines).	Previous experience, past practices and the staff directory /departments.

4. Planning/Coordinating

Planning is a proactive activity as the incumbent must develop in advance a method of acting or proceeding, while coordinating can be more reactive in nature.

Using the following charts, provide up to three (3) examples of planning and/or coordinating that are regular and recurring and, if present in the position, up to two (2) examples that occur occasionally:

	#1 regular & recurring
List the project and the role of the incumbent in this activity.	Every month Credit Card Cardholders are required to report their purchases. Upon completion, these reports have to be downloaded, all documentation and expense codes reviewed, data manipulated to conform to Evolve structure and uploaded into the GL in a timely and accurate fashion.
What are the organizational and/or project management skills needed to bring together and integrate this activity?	Every month's Credit Card reporting is a separate task. On a monthly basis the incumbent must: 1. Instruct Cardholders to complete their reporting 2. Follow-up reminder to all outstanding Cardholders to complete their reporting by due date, addressing all late reports. 3. Report and address any discrepancies in policy or procedures 4. Address missing documentation 5. Review and edit final download 6. Prepare all purchases for Journal Upload conforming to system requirements Upload the Journal Entry addressing any system errors
List the types of resources required to complete this task, project or activity.	Access as Administrator to the US Bank for full access to all Cardholders. Ability to address and/or instruct cardholders and/or budget managers with tact, discretion and patience with corrections or modifications. Security clearance on Evolve to perform Journal Uploads. Clear knowledge of College Financial Information Systems and College Policies/Procedures/Directives.
How is/are deadline(s) determined?	Outlined and Determined by Supervisor.
Who determines if changes to the project or activity are required? And who determines whether these changes have an impact on others? Please provide concrete examples.	In discussion with Supervisor, the incumbent would suggest and implement changes to make the process for Cardholders more user-friendly and/or more understandable.

4. Planning/Coordinating

#2 regular & recurring

List the project and the role of the incumbent in this activity.	Pay invoices within the Vendor's terms to avoid late charges and to maintain positive vendor relationships
What are the organizational and/or project management skills needed to bring together and integrate this activity?	Prioritize work and preparation, together with the availability of signing officials.
List the types of resources required to complete this task, project or activity.	The Evolve System availability and signing officials.
How is/are deadline(s) determined?	Established by the Vendors on the invoices.
Who determines if changes to the project or activity are required? And who determines whether these changes have an impact on others? Please provide concrete examples.	Vendors would initiate any changes.

#3 regular & recurring

List the project and the role of the incumbent in this activity.	
What are the organizational and/or project management skills needed to bring together and integrate this activity?	
List the types of resources required to complete this task, project or activity.	
How is/are deadline(s) determined?	
Who determines if changes to the project or activity are required? And who determines whether these changes have an impact on others? Please provide concrete examples.	

4. Planning/Coordinating

#1 occasional (if none, please strike out this section)

List the project and the role of the incumbent in this activity.	Ensuring year-end deadlines are met.
What are the organizational and/or project management skills needed to bring together and integrate this activity?	Ability to segregate and prioritize tasks.
List the types of resources required to complete this task, project or activity.	Clear understanding of the requirements for inclusion in the current fiscal year and of the timelines for completion.
How is/are deadline(s) determined?	These are established by the Supervisor – Accounting Operations and communicated to the incumbent through email and departmental planning meetings
Who determines if changes to the project or activity are required? And who determines whether these changes have an impact on others? Please provide concrete examples.	The aforementioned Supervisor will assess the impact of not closing on schedule and determine an extension to the deadline or an alternative process

#2 occasional (if none, please strike out this section)

~~List the project and the role of the incumbent in this activity.~~	
~~What are the organizational and/or project management skills needed to bring together and integrate this activity?~~	
~~List the types of resources required to complete this task, project or activity.~~	
~~How is/are deadline(s) determined?~~	
~~Who determines if changes to the project or activity are required? And who determines whether these changes have an impact on others? Please provide concrete examples.~~	

5. Guiding/Advising Others

This section describes the **assigned responsibility** of the position to guide or advise others (e.g. other employees, students). Focus on the actions taken (rather than the communication skills) that directly assist others in the performance of their work or skill development.

Though Support Staff cannot formally "supervise" others, there may be a requirement to guide others using the incumbent's job expertise. This is beyond being helpful and providing ad hoc advice. It must be an assigned responsibility and must assist or enable others to be able to complete their own tasks.

Check the box(es) that best describe the level of responsibility assigned to the position and provide an example(s) to support the selection, including the positions that the incumbent guides or advises.

Regular & Recurring	Occasional	Level	Example
X		Minimal requirement to guide/advise others. The incumbent may be required to explain procedures to other employees or students.	Staff often require guidance and/or assistance in understanding/following the correct procedures to enable accounts payable to be processed
X	☐	There is a need for the incumbent to demonstrate correct processes/ procedures to others so that they can complete specific tasks.	Assisting requisitioners/staff through explaining payables policy and procedure, clarify grey areas or explain lack of adherence to policy
☐	☐	The incumbent recommends a course of action or makes decisions so that others can perform their day-to-day activities.	
☐	☐	The incumbent is an active participant and has ongoing involvement in the progress of others with whom he/she has the responsibility to demonstrate correct processes/procedures or provide direction.	
☐	☐	The incumbent is responsible for allocating tasks to others and recommending a course of action or making necessary decisions to ensure the tasks are completed.	

6. Independence of Action

Please illustrate the type of independence or autonomy exercised in the position. Consideration is to be given to the degree of freedom and constraints that define the parameters in which the incumbent works.

What are the instructions that are typically required or provided at the beginning of a work assignment?	
Regular and Recurring	Occasional (if none, please strike out this section)
General instructions are given to determine how new assignments or changes will be handled.	

What rules, procedures, past practices or guidelines are available to guide the incumbent?	
Regular and Recurring	Occasional (if none, please strike out this section)
Sales Tax Regulations, Accounting policies/procedures, past experience. College payment policies.	

How is work reviewed or verified (e.g. feedback from others, work processes, Supervisor)?	
Regular and Recurring	Occasional (if none, please strike out this section)
Reviewed by College authorized signing officer or Supervisor	

6. Independence of Action

Describe the type of decisions the incumbent will make in consultation with someone else other than the Supervisor?	
Regular and Recurring	Occasional (if none, please strike out this section)
Budget Managers: Determining appropriate account / dept numbers for invoicing. Vendors: Determining solutions to vendor invoicing/statement issues.	

Describe the type of decisions that would be decided in consultation with the Supervisor.

Regular and Recurring	Occasional (if none, please strike out this section)
Matters requiring a change in policy/procedures or problems/issues not encountered before. (at least weekly)	

Describe the type of decisions that would be decided by the incumbent.	
Regular and Recurring	Occasional (if none, please strike out this section)
Incumbent is responsible for determining payment date based on current College policies. Determines own daily work routine / prioritization of tasks.	Determine if a rush payment is appropriate and proceed to create it

7. Service Delivery

This section looks at the service relationship that is an assigned requirement of the position. It considers the required manner in which the position delivers service to customers. It is not intended to examine the incumbent's interpersonal relationship with those customers and the normal anticipation of what customers want and then supplying it efficiently. It considers how the request for service is received and the degree to which the position is required to design and fulfil the service requirement. A "customer" is defined in the broadest sense as a person or groups of people and can be internal or external to the College.

In the table below, list the key service(s) and its associated customers. Describe how the request for service is received by the incumbent, how the service is carried out and the frequency.

Information on the service		Customer	Frequency (D, W, M. I)*
How is it received?	How is it carried out?		
Vendors supplying goods and/or services submit an invoice for processing.	Invoices are settled within the agreed terms and internal procedures. Incumbent determines what processing options are available and decides and actions the most cost effective method of processing the invoice.	Vendors supplying goods and/or services and also budget manager or Requester who initiates the order.	D
Client calls the Incumbent directly regarding difficulty with Credit Card Reporting; many times the client only knows that their report does not look like expected.	Call is handled immediately if possible. The incumbent signs on as System Administrator and looks at the Client's progress. Most times direction/instruction can be given to solve the problem.	College Credit Card Cardholders	D/W
Employee's submit expense reports	College processes are followed to ensure College Policies/Procedures/Directives are followed.	Employee's	W

*   D = Daily   W = Weekly   M = Monthly   I = Infrequently

8. Communication

In the table below indicate the type of communication skills required to deal effectively with others. Be sure to list both verbal (e.g. exchanging information, formal presentations) and written (e.g. initiate memos, reports, proposals) in the section(s) that best describes the method of communication.

Communication Skill/Method	Example	Audience	Frequency (D, W, M ,I)*
Exchanging routine information, extending common courtesy	Verify receiving Handling of invoice processing	Shipper/Receiver College Personnel	D D
Explanation and interpretation of information or ideas	Interpreting accounts payable information, College policies and procedures; providing clear explanations of accounts payable processing. Verify/obtain documentation	College Staff Vendors Vendors	D D D
Imparting technical information and advice			
Instructing or training			
Obtaining cooperation or consent			
Negotiating			

*   D = Daily   W = Weekly   M = Monthly   I = Infrequently

9. Physical Effort

In the tables below, describe the type of physical activity that is required on a regular basis. Please indicate the activity as well as the frequency, the average duration of each activity and whether there is the ability to reduce any strain by changing positions or performing another activity. Activities to be considered are sitting, standing, walking, climbing, crouching, lifting and/or carrying light, medium or heavy objects, pushing, pulling, working in an awkward position or maintaining one position for a long period.

Physical Activity	Frequency (D, W, M, I)*	Duration			Ability to reduce strain		
		< 1 hr at a time	1 - 2 hrs at a time	> 2 hrs at a time	Yes	No	N/A
Sitting at desk using a computer and calculator	D			X	X		

*   D = Daily   W = Weekly   M = Monthly   I = Infrequently

If lifting is required, please indicate the weights below and provide examples.

☐   Light (up to 5 kg or 11 lbs)

☐   Medium (between 5 to 20 kg or 11 to 44 lbs)

☐   Heavy (over 20 kg or 44 lbs)

10. Audio Visual Effort

Describe the degree of attention or focus required to perform tasks taking into consideration:
- the audio/visual effort and the focus or concentration needed to perform a task and the duration of the task, including breaks (e.g. up to 2 hours at one time including scheduled breaks)
- impact on attention or focus due to changes to deadlines or priorities
- the need for the incumbent to switch attention between tasks (e.g. multi-tasking where each task requires focus or concentration)
- whether the level of concentration can be maintained throughout the task or is broken due to the number of disruptions

Provide up to three (3) examples of activities that require a higher than usual need for focus and concentration.

Activity #1	Frequency (D, W, M, I)*	Average Duration		
		Short < 30 mins	Long up to 2 hrs	Extended > 2 hrs
Entering invoices at the end of the year – high volume and strict timelines, must pay attention to which fiscal year the invoice is to be put into.	Over about a 4 week period every year		X	
Can concentration or focus be maintained throughout the duration of the activity? If not, why? X Usually ☐ No				

Activity #2	Frequency (D, W, M, I)*	Average Duration		
		Short < 30 mins	Long up to 2 hrs	Extended > 2 hrs
ERP system Accounts Payable "bundles and patches" testing: incumbent tests a variety of current and possible new functionalities within Accounts Payable module in ERP system	Occasionally - ½ days over a few weeks every year			X
Can concentration or focus be maintained throughout the duration of the activity? If not, why? X Usually ☐ No				

~~Activity #3~~	Frequency (D, W, M, I)*	Average Duration		
		Short < 30 mins	Long up to 2 hrs	Extended > 2 hrs
~~Can concentration or focus be maintained throughout the duration of the activity? If not, why?~~ ☐ ~~Usually~~ ☐ ~~No~~				

*   D = Daily   W = Weekly   M = Monthly   I = Infrequently

11. Working Environment

Please check the appropriate box(es) that best describes the work environment and the corresponding frequency and provide an example of the condition.

Working Conditions	Examples	Frequency (D, W, M, I)*
X acceptable working conditions (minimal exposure to the conditions listed below)	Office Environment	D
□ accessing crawl spaces/confined spaces		
□ dealing with abusive people		
□ dealing with abusive people who pose a threat of physical harm		
□ difficult weather conditions		
□ exposure to extreme weather conditions		
□ exposure to very high or low temperatures (e.g. freezers)		
□ handling hazardous substances		
□ smelly, dirty or noisy environment		
□ travel		
□ working in isolated or crowded situations		
□ other (explain)		

*   D = Daily   M = Monthly   W = Weekly   I = Infrequently