

JOB DESCRIPTION

Benchmark Job #379

Ministry: Finance & Corporate Relations
Branch: Financial Services & Administration
Location: Victoria

Working Title: **Assistant Supervisor, Accounts Payable**
Level: Range 15
Classification: Clerk

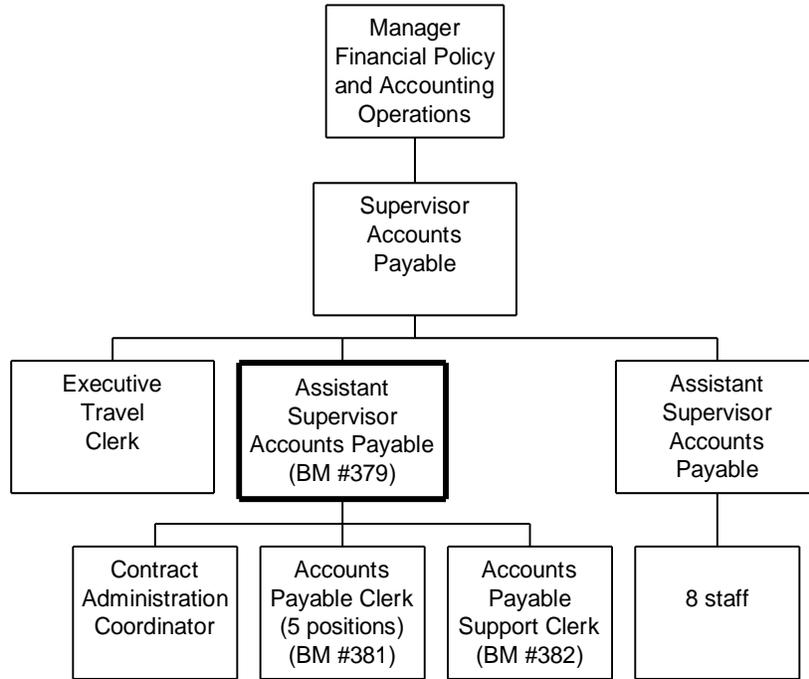
PRIMARY FUNCTION

To supervise a team responsible for processing accounts payable for the Ministry, Office of the Premier and multiple supported entities, such as agencies and boards.

JOB DUTIES AND TASKS

1. Supervises staff (8 FTEs)
 - a. supervises Accounts Payable Clerks, including hiring and training
 - b. plans, assigns and reviews work
 - c. sets work priorities and standards
 - d. conducts formal appraisals of work performance and takes disciplinary action, if required
 - e. examines and resolves problems escalated by subordinate staff
2. Supervises the processing of accounts payable
 - a. explains policies and procedures and provides advice to staff
 - b. examines procedural and Corporate Accounting System (CAS) problems and provides or recommends solutions
 - c. informs Accounts Payable Supervisor of sensitive or critical ministry accounts payable business practices
 - d. coordinates emergency cheque production
 - e. certifies forms for payment
 - f. reviews relocation and all out-of-Canada travel expenses for the ministry and all supported entities to ensure compliance
 - g. develops and monitors processing backlog statistics
 - h. examines and resolves problems escalated by subordinate staff
 - i. sets up a multiple user information system of files and documents relating to the processing of accounts payable
3. Develops and implements improved work processes for the section and program Branch contacts
 - a. identifies and recommends enhancements to CAS, processes and procedures
 - b. reviews accounts payable processes and recommends improvements
 - c. recommends amendments to the Ministry Accounting and Administrative Guidelines Intranet Connection (MAAGIC)
 - d. distributes and explains accounts payable procedures
 - e. resolves processing differences resulting from reorganizations
4. Performs other related duties
 - a. develops and delivers training and orientation to internal and program staff in accounts processing policies and procedures
 - b. conducts follow-up assessments, evaluation and retraining when necessary
 - c. initiates systems, furniture and equipment requests

ORGANIZATION CHART
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REASON FOR CLASSIFICATION

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Job Title: Assistant Supervisor, Accounts Payable

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand and apply the accepted methods of the ministry accounts payable operation to review work processes, recommend improvements to ministry accounts payable procedures and provide solutions to issues referred by unit staff.</p>	E	145
2	<p>MENTAL DEMANDS Assess accounts payable requirements and choose an approach using a combination of accepted procedures to provide guidance to staff who perform accounts payable transactions and examine issues and provide recommendations for improvements.</p>	D	100
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to use basic counselling skills to discuss and explain employee performance problems with staff and provide advice for improvement.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to use computer and calculator to process accounts payable, input data and produce correspondence and reports with some speed to meet financial deadlines.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by general procedures or instructions, selects alternative course of action to supervise work processes, resolve issues referred from staff and recommend operational and policy, procedural and systems solutions.</p>	D	75
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Some financial responsibility to process accounts payable transactions and certify for payment by the expense authority.</p>	C	15
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Significant responsibility to set up a multiple user information system of files and documents relating to the processing of accounts payable.</p>	D	22.5

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise from staff including appraising employee performance and recommending disciplinary action (8 FTEs).	DF	21
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Responsibility for safe work practices of staff in a low risk environment.	A	5
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to detail to frequently visually scrutinize accounts payable documents and prepare transactions to meet deadlines.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently focus visual attention to view computer screen and printed accounts payable material.	C	12
12	SURROUNDINGS Exposure to office setting with minimal disagreeable elements and occasional unpleasant dealings with upset suppliers.	A	2
13	HAZARDS Limited exposure to hazards from frequent keyboarding.	B	4

Total Points: 473.5

Level: Range 15