

JOB DESCRIPTION

Benchmark Job #382

Ministry: Finance and Corporate Relations
Branch: Financial and Administrative Services
Location: Victoria

Working Title:
Level:
Classification:

Accounts Payable Support Clerk
Range 9
Office Assistant

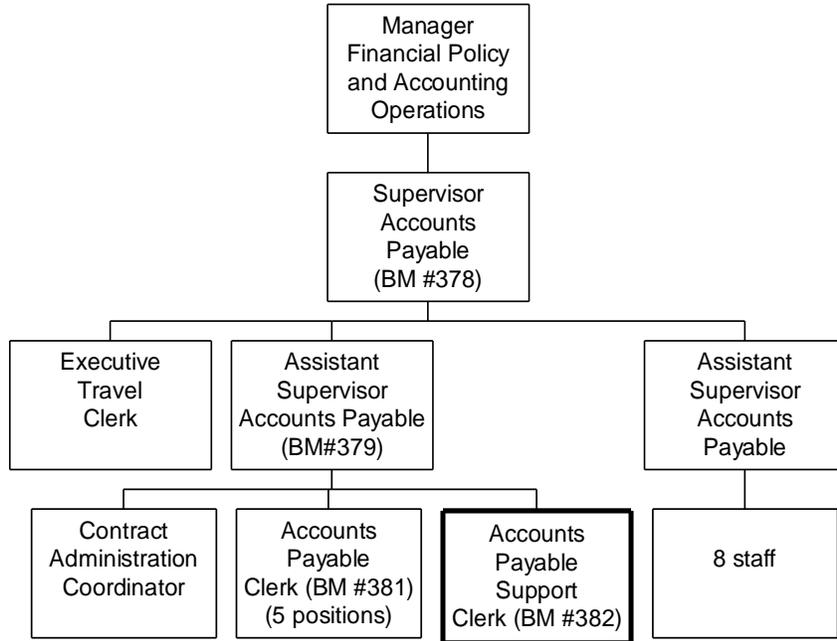
PRIMARY FUNCTION

To process and file accounts payable documents for the Ministry and Office of the Premier.

JOB DUTIES AND TASKS

1. Files all original accounts payable documents
 - a. batches, logs and files documents in accordance with Ministry procedures after confirming payment authority
 - b. creates new file folders
 - c. controls all files going in or out of the file room by monitoring timely return of records
 - d. searches and photocopies files pertaining to Freedom of Information requests
 - e. organizes file room to ensure adequate space for files
2. Processes original contracts
 - a. prepares file labels using ARCS and ORCS
 - b. verifies names and addresses on contract using Corporate Accounting Systems (CAS)
 - c. ensures contract amendments are initialled
 - d. files contracts
 - e. mails monthly contract reports to Executive
3. Reviews and enters airline invoice data for Ministers' offices and their Executive staff
 - a. checks airline invoices to ensure compliance with government policies and procedures and provides information to the Executive Travel Clerk on Ministers' travel
 - b. mails monthly reports to Executive
4. Prepares documents for off-site storage
 - a. acquires document control number from BC Archives & Records and assigns control number to off-site records boxes
 - b. generates reports from CAS listing all invoice batches for each entity, noting missing batches
 - c. pulls, verifies and boxes reported batches
 - d. verifies that all records are present and in compliance with ARCS and ORCS
 - e. generates invoice group summaries from CAS
 - f. compiles box lists, records location of boxes electronically, and ships boxes off-site
5. Performs other related duties
 - a. inputs names and addresses into CAS for requested supplier numbers and ensures compliance with Canada Post procedures
 - b. answers phones and responds to inquiries
 - c. photocopies and faxes documents
 - d. logs, initials, identifies and distributes cheques to Accounts Payable Clerks
 - e. functions as Enquiry BC contact for all public cheques
 - f. sorts, stamps and distributes mail twice daily and redirects inadequately addressed mail

ORGANIZATION CHART
Benchmark Job #382



REASON FOR CLASSIFICATION

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Job Title: Accounts Payable Support Clerk

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Know a variety of job functions and how they relate to the Accounts Payable section to file and process accounts payable documents, perform data entry, generate reports from CAS and prepare documents for off-site storage in compliance with ARCS and ORCS.</p>	C	60
2	<p>MENTAL DEMANDS Judgement to recognize known differences and determine the priority of tasks to provide accounts payable support services, monitor return of records, review airline invoices, enter data and redirect inadequately addressed mail.</p>	C	60
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Tact required to exchange information related to public cheque inquiries as the Enquiry BC contact with employees, suppliers and the public.</p>	B	20
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to perform data entry and update accounts payable data with some speed to meet deadlines.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by specific procedures, using written instructions, changes the order of completion to meet immediate requests or demands in performing several functions to enter invoice data, batch, log and file documents and sort, stamp and distribute mail.</p>	B	30
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Some financial responsibility to check airline invoices for completeness and accuracy.</p>	C	15
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to provide administrative support to a large multiple user information system by updating, maintaining, storing and purging files using ARCS and ORCS.</p>	C	15

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Limited responsibility for human resources to provide informal orientation to the workplace to new employees.	A	5
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Responsibility for own well-being and safety in a low risk environment.	A	5
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused sensory concentration to frequently visually focus on source documents or screen and enter data into computer databases.	C	12
11	PHYSICAL EFFORT Moderate physical effort to occasionally handle boxes of files of moderate weight.	C	12
12	SURROUNDINGS Exposure to occasional unpleasant dealings with upset suppliers and employees regarding cheque status.	A	2
13	HAZARDS Limited exposure to hazards from frequent keyboarding	B	4

Total Points: 255

Level: Range 9