

## Support Job Position Description

### Section I: Position information

Effective date	2025-10-01	<input checked="" type="checkbox"/> Update only	<input type="checkbox"/> Classification review
Position title	Accounts Payable Assistant		
Position number	999460, 999461, 999464		
Classification level	R2		
Position affiliation	<input checked="" type="checkbox"/> AUPE <input type="checkbox"/> Excluded		
Location	Virtual with Place Based Functions		
Department	Financial Reporting and Operational Services		
Reports to	Coordinator, Payment Services		

#### Position summary

Reporting to the Coordinator, Payment Services, the Accounts Payable Assistant is responsible for the effective and efficient operations of the University's Accounts Payable functions in accordance with Athabasca University policies and procedures. Processing a high volume of invoices and expense reimbursements in a timely manner is key to ensuring the timely payment to suppliers and employees. Attention to detail, thoroughness and accuracy is imperative to ensuring the integrity of financial information.

This position will work closely with university staff at various levels, vendors, students and other stakeholders to assist with the effective and efficient processing of financial transactions. Communication and a strong focus on client service is imperative to maintaining excellent client relationships. The incumbent should have an intermediate level knowledge of accounting procedures and principles as it relates to full cycle accounts payable and general ledgers.

#### Duties and responsibilities

##### VENDOR PAYMENT SERVICES

- Process a high volume of vendor invoices efficiently, ensuring that:
  - Supporting documentation is accurate and complete
  - Goods and/or services have been appropriately acknowledged as having been received according to the terms of the purchase commitment
  - Data is entered accurately into the financial information system
  - Invoices have been appropriately approved
  - Invoice requests follow Athabasca University policies and procedures
- Process specialized disbursement batches as required. This would include items such as payroll source deductions and benefit remittances, student refund batches, and student award payment batches.

- Reconciliation of vendor accounts, ensuring that discrepancies are resolved in a timely manner
- Payment Management ensuring the timely payment of liabilities
- Respond to supplier queries and maintain positive working relationships
- Assist in developing and implementing accounts payable policies and procedures
- Records Management: Maintaining historical records of all invoices, reports, and cheques by saving documents properly on the network

#### EMPLOYEE PAYMENT SERVICES

- Processing employee expense reimbursements ensuring that appropriate supporting documentation is in place, and approval authorizations and coding are correct
- Ensuring expense reimbursements and advance requests follow Athabasca University's Expense Reimbursement Policy and follow up where appropriate
- Meeting frequently with internal stakeholders regarding expense claim processing, policy compliance, coding and approval requirements, and responding to queries from university staff regarding expense reimbursement claims and travel advances

#### OTHER RESPONSIBILITIES

- Participates and plays a key role in the development, testing and implementation of procedural and system enhancements for Accounts Payable
- Journal voucher processing as required
- Administrative duties as required such as processing incoming and outgoing mail
- Performs ad hoc duties for supervisory and management staff as required
- Other duties as assigned

#### Occupational health and safety

Employees:

Responsible to participate in the AU OHS program as required.

See: <https://ohs-pubstore.labour.alberta.ca/li008>

*Classification factors*

Context and complexity

1. Must have working knowledge of the procure to pay cycle. As Athabasca University policies and procedures change, keeping current is important.
2. A solid understanding of GST regulations, including the legislative requirements for the self-assessment of GST on payment of imported services.
3. Attention to detail, thoroughness and accuracy are required to ensure integrity of financial information. Errors and delays can significantly impede financial reporting and bank reconciliation processes.
4. The incumbent must have well developed interpersonal skills to interact with internal and external stakeholders. Effectively communicating complex financial information to non-financial individuals is imperative to maintaining excellent client relationships.
5. Resourcefulness is required to investigate and follow-up on inquiries in a complex electronic processing environment.
6. A high level of proficiency in the use of the Financial Information systems, PC applications (Microsoft Word, Excel, email, etc) and knowledge of general accounting principles are required.
7. Proficiency in and knowledge of the Banner Financial Information software system (or similar) is preferred.
8. A high degree of integrity and confidentiality is required.

### Work problems

This position promotes a good working relationship with internal and external stakeholders. Strong organizational skills and a high degree of accuracy is required to ensure credibility is not jeopardized by erroneous transactions. Errors and delays directly impact the University's financial reporting.

Requires resourcefulness in investigating and following up on inquiries and unusual transactions in a timely manner. In addition to recognizing errors and anomalies, the incumbent must be alert to and apply strong analytical skills to identify the cause of errors. Once diagnosed, the incumbent must exercise sound judgment to initiate appropriate corrective action.

### Authority

Routine matters are dealt with in accordance with established policies, practices or guidelines. Exercise judgment in referring issues, problems and disputed matters to supervisors for resolution and direction.

## Contacts and communications

The incumbent works closely with the Coordinator, Revenue Accounting and the Accounts Receivable team as well as the Treasury Analyst and the Procurement team. The incumbent may be in contact with external stakeholders (vendors and contractors) as well as internal stakeholders (Athabasca University staff members) regarding a wide range of issues related to financial processing.

### *Signatures for section I*

Incumbent signature		Date Select a date.
Supervisor signature		Date Select a date.

## Section II: Qualifications

### Qualifications

#### Education:

Minimum grade twelve, preferably with two years of related post-secondary education with an accounting or business concentration. The incumbent must have intermediate level accounting knowledge.

#### Experience:

Preferably, three years progressive experience in a computerized accounting environment, including two years involving accounts payable.

#### Skills:

Advanced computer skills with proficiency in the Windows environment, and with spreadsheet and word processing programs and a familiarity with computerized accounting systems.

Working knowledge of the procure to pay cycle.

Highly developed organizational and time management skills to accomplish high volumes of work.

Attention to detail, excellent investigative and analytical skills, and a demonstrated ability to think logically in search for solutions in an ever-changing work environment.

Excellent communication and interpersonal skills coupled with a strong appreciation and focus on client service.

An equivalent combination of education and experience may be considered.

*Signatures for sections I and II*

Department Head signature		Date Select a date.
Executive Officer signature		Date Select a date.
Human Resources review		Date Select a date.