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## FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

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**Job Family:** Clerical

**Class Series:** Finance

**Grid:** 24

**Class Title:** Clerk VI, Accounts Payable

### **I. Level Definition**

Positions at this level supervise more than ten designated employees and perform related accounts payable duties.

### **II. Typical Duties**

1. Supervises more than ten designated employees by performing duties such as scheduling and co-ordinating work assignments, evaluating employee performance and determining related training and orientation requirements.
2. Identifies problems or discrepancies such as imbalance of sub-ledger to general ledger; performs accounts analyses by reviewing, extracting and interpreting information in order to determine reason for problem or discrepancy; takes corrective action.
3. Analyzes designated accounts such as travel expenses, sales tax and sundry payable accounts by reviewing, extracting and interpreting information; identifies trends and/or problems and prepares related reports.
4. Performs other related duties as assigned.

### **III. Qualifications**

#### **(1) Education, Training and Experience**

Grade 12, completion of two years of the CMA or CGA program and four years' recent related experience or an equivalent combination of education, training and experience.

#### **(2) Skills and Abilities**

- (i) Ability to keyboard.
- (ii) Ability to communicate effectively both verbally and in writing.
- (iii) Ability to deal with others effectively.
- (iv) Physical ability to carry out the duties of the position.
- (v) Ability to supervise.
- (vi) Ability to organize work.
- (vii) Ability to operate related equipment.