
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Clerical

Class Series: Finance

Grid: 22

Class Title: Clerk V, Accounts Payable

I. Level Definition

Positions at this level supervise three to ten designated employees and/ or perform accounts analyses.

II. Typical Duties

1. Supervises from three to 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 expense, sales tax and sundry payables 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, successful completion of a recognized accounting course and three years' recent related experience or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to keyboard at 45 w. p. m.
- (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.