

# Job Description

## Position: Accounts Payable Accountant

The responsibilities include, but are not limited to the following:

### Accounts Payable

- Check that the approval and coding is provided by the appropriate individual(s)
- Enter the invoice into the accounting system recording the costs in the appropriate cost centre, cost category, or AFE.
- Ensure GST/HST is accurately calculated
- Check that the vendor name, address, invoice number and production month in the accounting system matches the invoice
- Request vendor master updates from the Joint Venture Accountant when required
- Ensure the coding is accurate prior to inputting into the system
- In the event the invoice is not an original, confirm that the invoice has not been previously paid, record on the invoice the date that the investigation of prior payment occurred and approve the processing of the invoice copy
- The invoice and system entry are forwarded to the Joint Venture Accountant who will review, approve and process the payable voucher
- In the event corrections are required the invoice and system entry will be returned to the Accounts Payable Accountant for correction and returned to the Joint Venture Accountant
- Once the invoice is approved the Joint Venture Accountant will update the voucher and forward the documents to the Financial Accountant for payment
- When the invoice has been paid a copy of the cheque, the original invoice and the voucher(s) are returned to the Accounts Payable Accountant for alphabetic filing
- Review vendor statements for old invoices and follow-up
- As required and on an annual basis new invoice files are set up by the Accounts Payable Accountant
- The prior year's accounts payable cheque copies, the original invoices and vouchers are boxed for offsite storage
- Vendor queries as to payment status are handled by the Accounts Payable Accountant

### Reception Desk

- This position provides coverage for the reception desk usually two lunch hours per week and intermittently throughout the day