

	JOB DESCRIPTION
POSITION TITLE: Accounts Payable/Accounts Receivable Administrator	JOB CLASSIFICATION: Administrative Support Professionals
REPORTS TO: Director - Finance & Administration	PROGRAM: Central Administration
ACCOUNTABLE TO: <i>People receiving services and supports, their families, team members, the Leadership Team, and Community Living Prince Edward.</i>	APPROVED:

OUR MISSION

“We exist to facilitate the full participation, inclusion and citizenship of people with an intellectual disability in the life of the community.”

POSITION OVERVIEW

- ❖ The AP/AR Administrator ensures that both the accounts payable and accounts receivable functions on a weekly basis are accurate and timely.
- ❖ The AP/AR Administrator co-ordinates financial services as they relate to General Ledger reconciliation to ensure successful completion of the financial month-end and year-end audits.
- ❖ Promotes and demonstrates the *“Mission and Principles of Support of Community Living Prince Edward”* within the workplace and in the broader community.
- ❖ Takes a proactive approach to ensure that each person is supported to manage and maintain their best possible health; takes an active role in abuse prevention; reports immediately any incident of abuse, neglect, mistreatment or exploitation.

CORE COMPETENCIES

(Competencies expected of all Administrative Support Professionals)

Collaboration (COLL)

Collaboration is about communicating with others both within one's team as well as with individuals, agencies and organizations outside one's immediate work area or span of control (e.g. with community partners and stakeholders) to create alignment within and across groups. It is not only encouraging but expecting collaborative efforts and information sharing across agency/organizational lines toward shared outcomes.

Creative Problem Solving & Decision Making (PSDM)

Creative Problem Solving and Decision Making is the demonstration of behaviours that enable one to identify and solve problems by understanding the situation, seeking additional information, developing and weighing alternatives, and choosing the most appropriate course of action given the circumstances. Problems can be solved by breaking the issue into smaller pieces or by identifying patterns or connections between situations that are not obviously related. It involves the willingness to, and, demonstration of, behaviours associated with taking a creative approach to problems or issues. It includes *"thinking outside of the box"* to go beyond the conventional and to explore creative uses of resources.

Interpersonal Relations & Respect (IRR)

Interpersonal Relations and Respect involves dealing with people in a respectful and sensitive manner. It implies truly listening, understanding, accepting and respecting the opinions, feelings, perspectives and motivations of others. It is also the demonstrated willingness to use this knowledge to shape one's own responses and to show a concern for the welfare, dignity and feelings of others.

Resilience (RES)

Resilience involves maintaining stamina and performance under continuing stress, and to act effectively under pressure. It includes bouncing back from disappointments or confrontations, not letting them negatively influence ongoing performance. Resilient people consistently display determination, self-discipline and commitment in spite of setbacks or lack of support, and a willingness to take a stand, when appropriate.

Resource Management (RM)

Resource Management is understanding and effectively managing resources (e.g. people, materials, funds). This is demonstrated through measurement, planning and control of resources to maximize results. People who demonstrate this competency treat the agency's/sector's financial resources as if they were their own. It requires a balance of qualitative (e.g. human resources) and quantitative (e.g. financial resources) measures.

Managing Change (MC)

Managing Change is about supporting a change initiative that has been mandated within the agency and/or sector. It involves helping employees and individuals and their families understand what the change means for them. People with this competency willingly embrace and champion change.

FUNCTIONAL COMPETENCIES

(Job Specific Competencies)

GENERAL ACCOUNTING

- ❖ Participates and co-operates in the preparation of month-end and year-end activities including, but not limited to: journal entries, payable processing, accounts reconciliation, verification of accounts and summarizing, as required, in accordance with “*Generally-Accepted Accounting Principles & Practices*”.
- ❖ Ensures appropriate storage of all accounting documentation in an organized and responsible manner including: accounts payable, contracts, cheques and bank statements required to for audit purposes.
- ❖ In collaboration with the Director of Finance & Administration, provides adequate training to appropriate personnel for accounts payable and general accounting backup to ensure system continuity.

Accounts Payable Administration

- ❖ Processes accounts payable documents in accordance with financial practices and policies.
- ❖ Contacts vendors, as required to query invoices or to process adjustments in billing.
- ❖ Posts and verifies monthly journal entries, as required allocating funds according to approved budgets.
- ❖ Reconciles accounts and prepares journal entries.
- ❖ Reconciles monthly MasterCard accounts
- ❖ Completes bank reconciliation monthly
- ❖ Completes monthly audit of personal finances

Accounts Receivable Administration

- ❖ Reconciles accounts and prepares journal entries.
- ❖ Prepares, verifies, and processing bank deposits at least twice weekly and at month end.
- ❖ Reconciles, verifies and accounts for all accounts receivable listing on a monthly basis and taking the necessary steps to collect outstanding receivables.

Payroll Administration Support

In the absence of the Payroll Administrator, completes all requirements to process the payroll including:

- ❖ Adheres to organizational policies and the Collective Agreements on a bi-weekly basis.
- ❖ Assists employees with any inquiries regarding payroll issues, as requested.
- ❖ Prepares, summarizes and inputs payroll information for transmission to the bank.
- ❖ Verifies payroll input prior to production.

- ❖ Calculates and/or verifies any outstanding amounts due to staff schedules (i.e. vacation pay, overtime).
- ❖ Reviews the completed payroll from the bank for errors or omissions.
- ❖ Summarizes payroll through journal entries to allocate costs to the correct department and account numbers.
- ❖ Reconciles employee benefits portions deducted from pay with the amount paid to the carrier, verifies, and corrects any discrepancies.
- ❖ Summarizes RRSP benefits as deducted.
- ❖ Prepares termination documents verifying ROE information.
- ❖ Prepares monthly reports, as needed i.e. Worker's Compensation and Pension.
- ❖ Amends payroll records in co-operation with the Human Resources Department, as required to ensure that information such as employee names, addresses, benefits, deductions, and taxable benefits are current.

OTHER RESPONSIBILITIES

Administrative

- ❖ Adheres to all policies, procedures and practices of Community Living Prince Edward.
- ❖ Maintains strict confidentiality regarding the employees of the organization and the people we support and the operations of Community Living Prince Edward. Ensures the maintenance of complete and confidential records for each employee as it relates to payroll and/or accounting.
- ❖ Treats people's and agency's property with care and respect.
- ❖ Constructively contributes in Administrative Support Team Meetings, supervision meetings and performance appraisals.
- ❖ Provides backup to Reception on an *"as needed"* basis.
- ❖ Meets all deadlines.
- ❖ Practices consistent punctuality and regular attendance.

Occupational Health & Safety

- ❖ Implements safe work practices, uses/wears protective equipment as required.
- ❖ Identifies and reports unsafe/hazardous settings and reports unsafe practices or conditions to the Director of Finance and Administration, or designate, in a timely manner.

Professional Development & Training

- ❖ Demonstrates a commitment to ongoing professional development and training in order to ensure that the changing needs of payroll and accounting skills required within the Developmental Services Sector are also met.
- ❖ Attends relevant and mandatory training events and meetings and keeps aware of exemplary practices in the field.

- ❖ Is aware of all relevant legislation and follows it (e.g. the “Occupational Health and Safety Act”, “Bill 168”, the “Services & Supports to Promote the Social Inclusion of Persons with Developmental Disabilities Act”, the “Employment Standards Act”, the “Human Rights Code” and “Ministry Guidelines”).

Working Conditions

- ❖ May work in climate-controlled indoor environments or in various outside weather conditions.
- ❖ Flexible hours are required. This may include evenings and weekends (in the event of unusual circumstances)

Tools & Equipment

- ❖ Office equipment such as telephones, computers, copiers, mobile phones.

Physical Demands

- ❖ Ability to sit and stand/walk around as deemed necessary.
- ❖ Moderate lifting, filing boxes, etc. moderate bending and stooping.

Mental Demands

- ❖ Ability to multi-task
- ❖ Ability to concentrate on the tasks at hand.
- ❖ Ability to follow protocols, policies and practices
- ❖ Working with strict deadlines.
- ❖ At times, working in stressful situation.

This job description indicates the general nature and level of work expected. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required by the incumbent. The incumbent may be asked to perform other duties as assigned. Due to the changing nature of the work and the work to be done, the job specifications may change or be altered, as required.

JOB SPECIFICATIONS

- ❖ College Diploma or Degree in payroll or accounting
- ❖ A minimum of two (2) years AP/AR experience
- ❖ Valid Full G Ontario Driver’s License, maintenance of an acceptable driving record, proof of valid insurance and access to a reliable vehicle.
- ❖ Computer literacy (Microsoft Office, Outlook, Internet).
- ❖ ADP Payroll processing knowledge