

Town of Wasaga Beach

JOB DESCRIPTION



Department: Treasury	Division: Administration
Effective Date: January 1, 2024	Revision Date: January 1, 2025
Approved By: Chief Financial Officer & Treasurer	Wage Range: \$34.41 - \$40.26
Hours of Work: 24 Hours per week	Value Group: Group 4

JOB TITLE:

Accounts Payable Assistant

REPORTS TO:

Manager of Finance

SUBORDINATE POSITIONS:

None

JOB PURPOSE:

To provide support to the Treasury Department in accounts payable activities and other treasury related duties.

TASKS:

% of Time

1. Accounts Payable

90%

- Reviews all invoices submitted for payment for inclusion of GL coding, and appropriate approvals are in compliance with the Town Procurement Policy;
- Input invoices into computer for all departments; scan and file all processed invoices
- Work with Accounts Payable/Accounts Receivable Clerk to verify information;
- Accurately sets up and maintains vendor files;
- Review of monthly supplier's statements of account;

2. Other

10%

- Assist with other miscellaneous accounting duties as required;
- Perform other duties as may be assigned.

QUALIFICATIONS / EDUCATION:

- Completion of a two (2) year college or specialized program in Business, Accounting or related discipline;
- Excellent interpersonal and public relations skills;
- Proven analytical and problem solving skills;
- Good attention to detail and strong organizational skills;
- Computer skills in Microsoft Office (Excel and Word) and financial applications;
- Excellent written communication skills to prepare e-mails/correspondence;
- Ability to provide an appropriate criminal records check;
- Ability to work with and contribute positively to a service oriented team.

PROFESSIONAL DESIGNATION:

- N/A

EXPERIENCE:

Three (3) months previous related job experience, three (3) months on the job, six (6) months total relevant experience.

ACKNOWLEDGEMENT OF RECEIPT:

Please print and sign name.

Employee

Date

HR/Manager

Date

Department Head

Date