

MOUNT ALLISON UNIVERSITY

Position Posting

Position Title: Accounts Payable Technician	Position # 1133
Department: Financial Services	Classification: MASA Level 7
Supervisor's Title: Assistant Controller	Posting Date: December 22, 2011
Position Summary Reporting to the Assistant Controller, the incumbent is responsible for ensuring the efficient, timely and accurate disbursements of payments for all University obligations. This must be done within University policies and procedures and adequate controls must be maintained. *Please refer to section B for the required Qualifications, Education and Skills.	
Hours of Work: This is a full-time, continuing position.	
Mount Allison Staff Association: This position is in the bargaining unit represented by the Mount Allison Staff Association.	
Who May Apply: Any person may apply. However, if qualifications, skills and abilities are equal, preference will be given first to members of the bargaining unit.	
Date of Closure: Applications should be received by the Human Resources department on or before January 13, 2012. Please forward resumes to hr@mta.ca	

Position Description

A. Position Responsibilities

Processes expense claims, cheque requisitions, relocation claims, foreign drafts, freight invoices and brokerage invoices. This includes ensuring completeness of supporting documentation, proper signing authority, and compliance with University policies and practices. Critical to processing these items is the ability to identify and resolve errors and omissions with these payables and to bring any unresolved concerns to the attention of the Assistant Controller

Administers the procurement card system using software provided by Mount Allison's procurement card supplier. This includes completing the monthly download of cardholder information using customized software, preparing journal entries or completing interfaces to enter the information into the general ledger, reconciling downloaded information with the amount paid to the procurement care provider and with cardholder submitted reports, setting up new cardholders, as required, and resolving issues with cardholders and the procurement card vendor.

Prepares documents for data entry. This includes vendor analysis, to ensure proper vendors receive payment; tax analysis, to ensure proper rebates are taken, T4A and T4NR's issued when necessary; general ledger review, to verify appropriate account coding; currency analysis, to determine if conversion is accurate; obtaining the carbon footprint for any travel related items and budget analysis, to verify the availability of funds.

Organizes all of the inputs necessary for a weekly Canadian cheque run, a bi-weekly US cheque run and manual cheques as required. Ensures that all of the necessary data entry is complete and verified for accuracy.

Prepares monthly HST returns for Mount Allison University and Mount Allison Conferences Inc. as well as the quarterly provincial rebate return.

Supervises student assistants who are responsible for data entry, verification, filing and other miscellaneous tasks. Tracks and processes hourly bi-weekly payroll for student assistants. Assists with hiring of new student assistants.

Performs the financial system procedures to produce cheques which are then printed and signed. Ensures the integrity of the electronic cheque numbering sequence.

Administers internal control procedures over the physical security of unused cheque stock, cheque signing plates and electronic signature disk for laser cheques. Places stop payments on cheques and voids cheques. It is necessary for stop payments to be done in a manner such that internal controls and the electronic cheque numbering system are both maintained.

Submits cheque information to the appropriate level of authorization for approval prior to release of the cheques.

Administers the foreign draft process. This includes ensuring completeness of supporting documentation, completing the required online request, and tracking the draft request to ensure a timely delivery.

Prepares the University's carbon footprint calculation. This involves using a large carbon footprint calculation spreadsheet, obtaining data from a number of sources and converting information into its carbon content.

Prepares the utility variance analysis. This involves data entry of all of our utility invoices by vendors in various spreadsheets to point out pricing and quantity variances as compared to budgets.

Answers inquiries from suppliers as required.

Answers departmental inquiries. This includes relaying policy information, providing forms and explaining their proper usage, and checking on the status reimbursements and other payments

Performs year end analysis for the prepaid accounts. Prepares the audit working papers and year end adjustments.

Performs special projects and other duties assigned.

Provides back-up and support for the other members of the Financial Services Department as required.

B. Qualifications

Completion of a two year community college Accounting Technology Program. Related work experience is an asset. Strong oral and written communication skills required. Demonstrated ability to interact with others internally and externally required. Extensive knowledge of computer applications, including accounting software and Microsoft Office products Excel and Word. Experience using accounting software in a large organization would be considered an asset.