



qathet REGIONAL DISTRICT

ACCOUNTS RECEIVABLE / ACCOUNTS PAYABLE ADMINISTRATOR (Temporary, full-time)

An employee filling a temporary role has accepted a permanent position and we are looking for someone to join our team.

The qathet Regional District Financial Services Department is seeking a dynamic individual to fill the position of temporary, full-time Accounts Receivable / Accounts Payable Administrator for 12 months, from July 2024 to July 2025.

Reporting to the Assistant Manager of Financial Services, the Accounts Receivable / Accounts Payable Administrator is a unionized position accountable for a range of financial administrative support services related to managing and administering accounts receivable and accounts payable processes.

Applicants must have two years of education in a recognized program of accounting studies (business/accounting diploma, CPA, etc.) and a minimum of three years job related experience. An equivalent combination of education and experience may be considered. Experience in local government is considered an asset. Applicants must have excellent communication skills, interpersonal and customer service skills, strong organizational and time management skills and proficiency in Microsoft Office applications. Applicants must have the ability to write formulas, manipulate and analyze data using Microsoft Excel.

The 2024 wage rate for the Accounts Receivable Administrator is currently \$31.60 per hour and the rate for the Accounts Payable Administrator is \$34.11 per hour. The position is subject to CUPE Local 798 Collective Agreement. Hours of work are Monday through Friday, 8:30 am to 4:30 pm. We thank all applicants for their interest. However, only those selected for an interview will be contacted.

Interested applicants are invited to submit a covering letter and resume detailing experience and qualifications pertinent to this position in confidence to:

Celine Lillies, Assistant Manager of Financial Services
qathet Regional District
202-4675 Marine Avenue, Powell River, B.C. V8A 2L2 or
Email: employment@qathet.ca

Deadline for applications: 4 pm on Tuesday, July 16, 2024.

A detailed job description is available at qathet.ca/careers



qathet REGIONAL DISTRICT

Job Description Accounts Payable Administrator (Accounting Clerk II)

Department	Financial Services
Reports To	Assistant Manager of Financial Services
Job Description Approval Date	June 16, 2021
Job Description Approved By	Al Radke

POSITION & DEPARTMENT SUMMARY:

Directly reporting to the Assistant Manager of Financial Services, the Accounts Payable Administrator is a unionized position accountable for providing a range of financial administrative support services related to administering accounts payable processes. This position is classified as a level two Accounting Clerk as per the Regional District's Collective Agreement.

The mandate of the Financial Services Department is to provide financial administration services in accordance with the statutory requirements and accounting industry standards and practices. The Department is ultimately accountable for the financial affairs of the Regional District. Financial Services also provides financial administrative support to other departments.

The Accounts Payable Administrator is a member of the Accounting Services Division accountable for the delivery of transactional accounting. Division personnel work collaboratively with the Accountant who directs and oversees the day-to-day accounting processes and transactional work carried out within Accounting Services. The Accounts Payable Administrator is accountable for: Legal Compliance, Accounts Payable Administration, Procurement Support and Administration, Solid Waste Financial Administration, Accounts Payable Year-End Administration, and General Accounting and Administration.

The Accounts Payable Administrator is required to liaise and interact with department managers, Volunteer Fire Chiefs, and designated personnel to successfully coordinate accounts payable processes and requirements throughout the organization.

KEY DUTIES AND RESPONSIBILITIES

Legal Compliance

1. Maintains knowledge of and applies applicable legislative and legal requirements (e.g. sales taxes (PST), procurement practices, the processing of accounts payable, etc.). Advises the Assistant Manager of Financial Services regarding changes to legislative or regulatory requirements.
2. Maintains knowledge of and applies Regional District bylaws, policies, contracts, and agreements as they apply to the processing of accounts payable.
3. Collaborates with Accountant to document and operationalize required legislative changes to ensure ongoing Regional District compliance with legislative and legal requirements.
4. Works collaboratively with Accountant to ensure completion, accuracy, and timeliness of accounts payable administration as per legislative, regulatory and organizational requirements.
5. Monitors organizational adherence to Provincial and Federal commodity tax regulations.
6. Serves as the Regional District's first point of contact for accounts payable functions and processes. Provides consultation services, learning opportunities, and supports for managers and personnel regarding processes, procedures, policies, and problem-solving related to accounts payable and compliance requirements.
7. Ensures accounts payable required documentation is accurate and complete, in accordance with legal requirements and the Regional District's Records and Information Management (RIM) Program.
8. Maintains confidentiality regarding matters related to the Regional District's finances and procurement processes.

Accounts Payable Administration

9. Ensures accurate and complete source documentation and authority prior to processing payments on behalf of the Regional District. Ensures all invoices are legitimate and purchases comply with Regional District purchasing bylaws and policies.
10. Establishes and maintains vendor quality control monitoring system and ensures accuracy and completeness of vendor payments. Functions relate to:
 - a. Maintaining an organized vendor payment records management and filing system
 - b. Setting up, deleting or revising vendor accounts in accounts payable system
 - c. Tracking and filing vendor legislated WorkSafe coverage, including clearance letters, as per RIM Program

- d. Processing WorkSafe premiums as required
 - e. Filing vendor documentation and reports
 - f. Monitoring and applying contract, lease, and agreement financial terms and obligations to ensure vendor payments align with contractual terms
 - g. Cross-referencing remitted invoices to ensure financial adherence, appropriate authorization and contractual obligations are met
11. Establishes vendor invoice and contract documentation submission deadlines in collaboration with the Accountant.
12. Coordinates and prepares EFT or cheque payments for authorized expenditures, as per established policies and procedures. Functions relate to:
- a. Receiving invoices
 - b. Distributing vendor invoices to department heads for review, coding and authorization (initialled) as per procedure
 - c. Processing payments for utility bills specific to Regional District properties
 - d. Entering and balancing invoices
 - e. Copying A/P invoices that require A/R invoicing (e.g. tenants of Regional District-owned properties) and forwarding copies to A/R personnel
 - f. Creating EFT cheque runs
 - g. Creating computer generated cheque runs
 - h. Coordinating approvals and reviews of cheque and EFT lists to compare against cash requirement reports
 - i. Ensuring invoices are paid on time and anticipated invoices are not missing
 - j. Maintaining knowledge of commodity tax requirements and ensuring self-assessment of commodity tax as required
13. Processes approved EFT and cheque runs. Functions include:
- a. Creating EFT files in accounts payable system software
 - b. Uploading EFT direct deposit files through on-line banking system
 - c. Ensuring cheques over maximum auto generated signature allowable are signed by authorized signatories as per policy
 - d. Matching and distributing (pick up, hand deliver, mail) cheques to vendors
 - e. Matching Regional District cheque stubs/EFT cheque print outs to invoices and filing
 - f. Filing of all reports as per Records Management policy and procedures
 - g. Recording capital project invoices and maintaining capital project tracking and filing system

- h. Ensuring accounts payable system software subledger balances to general ledger
- i. Handling all A/P inquiries from vendors and internal personnel

Procurement Support and Administration

14. Assists with the establishment, maintenance and reviews of purchasing systems across the organization (e.g. Purchasing Order (PO) system, corporate credit cards, ferry cards, etc.) designed to meet applicable procurement needs of the Regional District. Supports departments, Volunteer Fire Departments (Regional Fire Services – Administrative Assistant and/or Fire Chiefs), and personnel in use of such systems.
15. Administers PO system across the organization, including within the Regional District's four Volunteer Fire Departments. Functions include:
 - a. Issuing PO books and/or administering online purchasing system(s) and assisting departments and personnel to ensure appropriate usage and compliance
 - b. Receiving, processing, and filing of POs
 - c. Monitoring and verifying that POs are assigned prior to purchase, and that purchases comply with approved POs, purchasing bylaws and policies
 - d. Ensuring POs are accurate and complete
 - e. Ensuring supporting documentation is available and filed to support PO purchases
16. Administers credit card processes as per policy. Functions include:
 - a. Issuing and tracking of corporate credit cards per authority and policy
 - b. Entering transactions and ensuring amounts are applied to correct accounts (i.e. service, project, etc.)
 - c. Verifying accuracy of credit card reconciliations prepared by departmental personnel
 - d. Ensuring supporting documentation is available and filed to support credit card transactions
17. Administers ferry card processes as per policy. Functions include:
 - a. Maintaining custody of an inventory of ferry cards to meet the needs of the Regional District
 - b. Issuing and tracking of individual and shared ferry cards in consultation with departments and Volunteer Fire Departments
 - c. Reconciling of ferry cards and ensuring amounts are applied to correct accounts (i.e. service, project, etc.)

18. Assists with inventory control and stores for applicable departments, as per segregation of duties.
19. Assists Accountant with the preparation of project cost reporting to support capital projects, as directed. Ensures data entry is correct for each project.
20. Prepares/generates accounting reports related to purchases and purchasing statistics as directed.

Solid Waste Financial Administration

21. Collaborates with Accountant to complete Regional District Solid Waste & Recycling reports.
22. Collaborates with Accountant to ensure accuracy and completeness of solid waste and recycling contract data.

Accounts Payable Year-End Administration

23. Administers accounts payable year-end processes. Functions include:
 - a. Ensuring all accounts payable liabilities are documented and recorded at year-end
 - b. Identifying accounts payable liabilities to the Regional District at year-end
 - c. Identifying inventory at year-end
 - d. Ensuring appropriate equipment usage allocations
 - e. Developing year-end accrual spreadsheets
 - f. Communicating with departments to ensure all invoices are entered to the appropriate period/year for year-end
 - g. Reviewing and validating PO systems (books) for year-end to ensure all payables are complete
 - h. Ensuring accounts payable subledgers are balanced to general ledger at calendar year-end
 - i. Performing accounts payable year-end roll over processes
 - j. Ensuring CPI increases are applied to applicable contracts or agreements
24. Assists Accountant with Year-End Working Papers. Assists with annual reports and statistical surveys, as required.
25. Responds to Auditor requests pertaining to accounts payable.

General Accounting Services

26. Maintains and reconciles an accounts payable sub-ledger. Ensures that third party statements and the accounts payable sub-ledger are reconciled.

27. Tracks refundable deposits.
28. Prepares, reconciles, and submits the commodity tax reports to the applicable agencies on a timely basis.
29. Supports special projects (e.g. Climate Action Revenue Incentive Program).
30. Prepares Financial Statements, as directed.

EDUCATION AND EXPERIENCE:

1. Second year of a recognized program of accounting studies (business/accounting diploma, CPA, etc.)
2. An equivalent combination of education and experience may be considered
3. Minimum of three years' accounting administration experience
4. Valid BC Class Five Drivers License

KNOWLEDGE, ABILITIES AND SKILLS:

1. Demonstrates excellent working knowledge of legislation and required accounting practices applicable to processing and administering accounts payable
2. Demonstrates excellent communication (verbal and written), interpersonal, customer service and organizational skills
3. Demonstrates superior proficiency in creation and maintenance of spreadsheets and keyboarding skills and is experienced in working with Microsoft Office applications
4. Demonstrates ability to learn and operate software applications associated with the position
5. Demonstrates knowledge of generally accepted accounting principles (GAAP)
6. Demonstrates ability to deal effectively with staff, contractors, consultants, elected representatives and the public with tact and diplomacy
7. Demonstrates ability to resolve issues with professionalism and diplomacy and maintain confidentiality
8. Demonstrates a high degree of integrity, accuracy and thoroughness, with a strong attention to detail
9. Demonstrates sound judgement, analytical, and problem-solving skills
10. Demonstrates exceptional organizational and time management skills, and the ability to prioritize workload according to deadlines
11. Demonstrates the ability to work well under pressure and responds to requests and situations with an appropriate level of urgency
12. Demonstrates ability to work in a team environment and to work independently, with minimal supervision; takes initiative to recommend improvements to processes

13. Demonstrates the critical importance of respecting and maintaining confidentiality in the best interest of the organization
14. Demonstrates commitment to making ethically responsible decisions



qathet REGIONAL DISTRICT

Job Description Accounts Receivable Administrator (Accounting Clerk I)

Department	Financial Services
Reports To	Assistant Manager of Financial Services
Job Description Approval Date	June 16, 2021
Job Description Approved By	Al Radke

POSITION & DEPARTMENT SUMMARY:

Directly reporting to the Assistant Manager of Financial Services, the Accounts Receivable Administrator is a unionized position accountable for providing a range of financial administrative support services related to financial administrative support and accounting/bookkeeping services. This position is classified as a level one Accounting Clerk as per the Regional District's Collective Agreement.

The mandate of the Financial Services Department is to provide financial administration services in accordance with the statutory requirements and accounting industry standards and practices. The Department is ultimately accountable for the financial affairs of the Regional District. Financial Services also provides financial administrative support to other departments.

The Accounts Receivable Administrator is a member of the Accounting Services Division responsible for the delivery of transactional accounting. Division personnel work collaboratively with the Accountant who directs and oversees the day-to-day accounting processes and transactional work carried out within Accounting Services. The Accounts Receivable Administrator is accountable for providing services related to Financial Services Reception, administrative/clerical support, accounts receivable, and utility and tax administration. The Accounting Clerk performs day-to-day filing of Financial Services departmental records and ensures filing practices are in accordance with the Regional District's Records and Information Management (RIM) Program.

In addition, the Accounts Receivable Administrator provides back-up support for front desk reception duties of Regional District's Receptionist/Clerk, as required.

KEY DUTIES AND RESPONSIBILITIES

Core Reception Services

1. Provides reception services for the Financial Services Department. Serves as first point of contact and responds to front-counter inquiries regarding services provided by the Financial Services Department. Ensures customer experience is in accordance with organizational standards and administrative professionals' best practices.
2. Maintains knowledge of services provided by the Financial Services Department in relation to position requirements. Maintains an awareness of the Department's activities required to effectively deliver reception services.
3. Responds to queries within scope of position. Forwards queries beyond the scope of Finance Services Reception to appropriate personnel. Initiates public inquiry forms, when required. Maintains records/data pertaining to queries, as per established criteria (e.g. query type, frequency, etc.).
4. Performs cash receipting services in accordance with policies and procedures. Ensures cash receipting data is accurate and complete. Balances daily cash and prepares bank deposits.
5. Maintains a high level of proficiency in the use of the Regional District's office telephone system (AVAYA). Answers and manages general incoming calls directed to the Financial Services Department. Manages Financial Services general voicemail messages. Ensures timely and accurate dissemination of messages.
6. Manages Financial Services general email account and ensures emails are directed to appropriate personnel.
7. Accepts deliveries directed to the Financial Services Department as per policies and procedures. Records/logs receipt of deliveries, and processes/disseminates packages, as per the Regional District's RIM Program.
8. Provides back-up support for front desk reception duties of Receptionist/Clerk, as required. Ensures Regional District Office entrance security protocols and Office Sign-in/-out System are followed when providing reception services. Ensures office entrances are locked and unlocked, as per policy. Ensures understanding of emergency response and evacuation procedures applicable to the Office. Ensures understanding of lock-down procedures specific to the Office.
9. Coordinates Financial Services Reception activities with main Regional District Receptionist/Clerk to ensure reception coverage at all times.

Core Administrative Support Services

10. Provides a diverse range of general administrative/clerical support services. Provides general administrative and clerical support to the Manager of Financial Services, the Assistant Manager of Financial Services, and the Accountant. Ensures delegated tasks are completed as instructed and in accordance with organizational standards and administrative professionals' best practices.
11. Assists with maintaining and compiling information and data necessary to produce reports to meet internal and external reporting requirements. Provides administrative support related to grant administration. Prepares correspondence, reports and other documentation, as directed.
12. Performs day-to-day and year-end filing/records management administrative support services for the Financial Services Department, as per the RIM Program adopted by the Regional District (i.e. Local Government Management Association (LGMA) Model Classification and Retention Schedule). Ensures confidentiality is maintained when handling sensitive and confidential information.
13. Participates on interdepartmental disciplinary team facilitated and managed by the Corporate Officer (Manager of Administrative Services) to ensure successful implementation and maintenance of the Regional District's RIM Program in relation to the Financial Services Department.
14. Supports the development and maintenance of office procedural manuals specific to the operations of the Financial Services Department.

Accounts Receivable – Financial Administrative Services

15. Maintains an invoice requisition system and tools to track anticipated revenue reported from all departments. Functions include:
 - a. Communicating invoice requisition processes to departments
 - b. Processing intake of signed Invoice Requisition Forms received from departments and reviews for completeness and accuracy
 - c. Inputting each accepted Invoice Requisition (i.e. Invoice Requisition is signed and is inclusive of complete and accurate information along with supporting documentation)
 - d. Maintaining records of all submitted Invoice Requisitions

16. Monitors incoming funds to ensure completeness of Regional District and Regional Hospital District revenues. Functions include:

- a. Maintaining Schedule of Payments tracking spreadsheet to record all anticipated funds
- b. Monitoring incoming funds through bank accounts
- c. Identifying direct deposits and/or incoming payment instruments (EFT, cheque, or bank transfer) to verify applicable backup documentation has been received
- d. Identifying and tracking receipt of deposits from the City of Powell River pertaining to scheduled debt payments and following up as needed
- e. Identifying and tracking receipt of borrowing proceeds for the City of Powell River and forwarding documentation to A/P with an appropriate sense of urgency
- f. Identifying and tracking receipt of direct deposits pertaining to grant claims and forwarding details of payments as required
- g. Following up with department managers regarding the absence of completed Invoice Requisitions to support the receipt of funds

17. Maintains a system of cash receipting to ensure the accuracy and completeness of funds received. Functions include:

- a. Maintaining cash receipting records management system
- b. Handling and securing funds received as per established financial controls
- c. Receiving payment via cash, cheque, debit, credit card, or EFT
- d. Receiving EFT payment notifications (email) and reviewing on-line banking transaction history for direct deposits
- e. Balancing receipts to bank deposits
- f. Troubleshooting and resolving balance discrepancies
- g. Issuing receipts for each payment received as required
- h. Determining Service and category to apply funds for extraordinary transactions
- i. Preparing bank deposits

18. Prepares non-metered and metered utility billings. Coordinates utility meter readings with utility billing process. Prepares utility mailings within prescribed timelines.

19. Prepares and maintains Texada Island Airport parking / hangar invoices.

20. Prepares and processes other invoices as required.

Customer Account Management

21. Ensures invoiced funds are received by due dates. Functions include:

- a. Maintaining records of invoice due dates and invoicing penalty deadlines (i.e. utilities, user fees, monthly rental fees, etc.)
- b. Preparing Overdue Account Statements for outstanding A/R customer invoices as per Overdue A/R Accounts Reports
- c. Forwarding approved Overdue Account Statements to customers with overdue accounts
- d. Following up delinquent overdue accounts based on customer account information and document results
- e. Consulting with Accountant on overdue account status

Utility and Tax – Financial Administrative Services

22. Administers utility and tax related invoicing by established timelines to ensure accuracy and completeness. Functions include:

- a. Setting up and adjusting utility and property tax accounts and ensuring account information is current and accurate
- b. Monitoring development activities processed by the Regional District (i.e. Planning Services Department) to ensure new services and customer accounts are established as needed
- c. Generating utility statistical reports
- d. Maintaining manual and computerized records relating to utilities
- e. Monitoring monthly water consumption data and reporting significant changes or fluctuations as needed
- f. Ensuring utility subledgers are reconciled to the general ledger on a monthly basis
- g. Responding to customer inquiries related to utility billing within scope of position

Accounts Receivable Year-End Administration

23. Administers accounts receivable year-end processes. Functions include:

- a. Preparing and submitting utility bills in arrears to the Surveyor of Taxes within established timelines
- b. Documenting and forwarding schedule of semi-annual debt payments receivable from the City of Powell River

- c. Collaborating with Accountant to establish and communicate A/R documentation deadline
 - d. Identifying receivables for the Regional District at year-end
 - e. Ensuring that all funds receivable at year-end are documented and recorded
24. Assists Accountant with Year-End Working Papers. Assists with annual reports and statistical surveys, as required.
25. Responds to Auditor requests pertaining to accounts receivable.

General Accounting Services

26. Prepares documentation to initiate payments for approved Financial Assistance and Operational Grants established through agreement and forwards to A/P for processing.
27. Assists with compiling and documenting capital asset and operational project costs.
28. Produces and maintains Regional District Park usage reports as per established criteria as directed.
29. Ensures customer information is handled and processed in accordance with FOIPPA legislative requirements, and the Regional District's FOIPPA policies and procedures.
30. Undertakes special projects, and performs other financial support services, as directed.

EDUCATION AND EXPERIENCE:

1. Completion of grade 12 or equivalent
2. Relevant post-secondary education
3. Minimum of three years' experience in accounting or bookkeeping supplemented with cash handling experience
4. Valid BC Class Five Drivers License

KNOWLEDGE, ABILITIES AND SKILLS:

1. Maintains knowledge of legislation and regulations governing general accounting practices in relation to scope of position
2. Maintains knowledge of various office equipment and office and financial computer software programs relevant to the position; demonstrates strong computer and keyboarding skills
3. Demonstrates knowledge of accounting and bookkeeping including double entry bookkeeping and reconciliation of accounts and sub-ledgers

4. Demonstrates ability to accurately process and reconcile cash
5. Demonstrates a high degree of integrity, accuracy and thoroughness, with a strong attention to detail
6. Demonstrates sound judgement, analytical, and problem-solving skills
7. Demonstrates exceptional organizational and time management skills, ability to multi-task effectively and to prioritize workloads according to deadlines
8. Demonstrates the ability to work well under pressure and responds to requests and situations with an appropriate level of urgency
9. Demonstrates strong administrative professionals' core skills and abilities; demonstrates superior proficiency in the creation and maintenance of spreadsheets and is experienced in working with Microsoft Office
10. Demonstrates excellent interpersonal, oral, and written communication skills
11. Demonstrates the ability to handle sensitive matters with tact and diplomacy, and responds in a professional and courteous manner when interacting with others
12. Demonstrates ability to work in a team environment and to work independently, with minimal supervision; takes initiative to recommend improvements to processes
13. Demonstrates knowledge of corporate records management practices associated with the position (e.g. filing of records)
14. Demonstrates ability to learn and operate software applications associated with the position
15. Demonstrates the critical importance of respecting and maintaining confidentiality in the best interest of the organization
16. Demonstrates commitment to making ethically responsible decisions