



JOB DESCRIPTION

JOB TITLE	Clerk, Accounts Payable
CLASSIFICATION LEVEL	Coordinator 1
MINISTRY/DEPARTMENT	Finance
REPORTS TO	Manager, Financial Systems & Services
DATE CLASSIFIED	

THIS JOB DESCRIPTION IS UNDER REVIEW

POSITION SUMMARY

Clerk, Accounts Payable ensures that vendors and employees receive prompt and accurate payments for services, products, and expense reports. The Clerk is responsible for accurately processing and recording vendor invoices, reconciling accounts, and assisting with reporting and resolving issues.

LOCATION

- Provincial Head Office – Surrey, BC.

DUTIES & RESPONSIBILITIES

- Charges expenses to accounts and cost centers by analyzing invoice/expense reports, and records entries.
- Completes payments and controls expenses by receiving, processing, verifying, and reconciling invoices.
- Reconciles processed work by verifying entries and comparing system reports and balances.
- Processes, issues, and forwards authorized manual cheques for signing.
- Pays vendors by scheduling and preparing EFT and cheque payments, resolving purchase orders, contract, invoice, or payment discrepancies and documentation.
- Pays employees by receiving and verifying expense reports and requests and preparing EFT or cheque payments.
- Maintains accounting ledgers by verifying and posting account transactions.
- Verifies vendor accounts by reconciling monthly statements and related transactions.
- Creates and maintains vendor files and practices effective vendor relations, including regular and professional communication.
- Assists with preparation of various Finance reports, including month and year-end processes.
- Disburses petty cash by recording entry and verifying documentation.
- Reports taxes by calculating requirements on paid invoices.
- Monitors and maintains annual regional purchase orders.
- Prepares and completes bank deposits.
- Issues stop-payments or purchase order amendments.
- Completes credit card and bank reconciliations.
- Participates in committees and project teams as required.



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- Undertakes related duties as assigned, consistent with the job grade of the position.
- Other duties may be assigned as needed to ensure the efficient operation of MNBC.
- Regular/ occasional attendance at meetings/ events that may require work and travel outside of normal business hours.

Supervision Given

- If applicable, describe the nature (e.g., hiring, performance monitoring and evaluation, issuing discipline, termination) of supervision.
- Include the number of staff or position titles of those direct reports

QUALIFICATIONS

- Diploma in Accounting, Finance, or related field from a recognized, post-secondary institution.
- Minimum of two (2) years of experience in an accounts payable role.
- Combination of relevant experience, education, and training may be considered.
- Prior experience with Sage accounting software, an asset.
- Demonstrated ability to effectively communicate both verbally and in writing.
- Demonstrated ability to lead, problem solve, and utilize team-building skills.
- Proven ability to utilize strong interpersonal skills to deal with others effectively.
- Proven ability to prioritize tasks, meet deadlines, and work with minimal supervision.
- Proven ability to utilize, adapt and embrace new technologies including Microsoft Word, Excel and other database/software required by the role.
- Knowledge and/or awareness of the historical and contemporary contributions made by Métis people in B.C.
- Possession of, or the ability to obtain, a Class 5 driver's licence may be required.
- The position may require the completion of a Criminal Record Check and Vulnerable Sector Check.

MNBC VALUES

- **Manâchitowin (Respect)** - We respect ourselves, others and all Creation.
- **Kwayes'kwât'sowin (Integrity)** - We hold integrity as a core value. We are honest with ourselves, our colleagues, our communities, and our partners. We are reliable and follow through on our word.
- **Ahtisihcikêwin (Innovation)** - We draw on the spirit of Métis innovation and bring forward our curiosity and creativity to problem solve and develop new solutions for our people.
- **Tâpahtiyim'sowin (Humility)** - We show and practice cultural humility and cultural agility. We are open to new ideas and recognize the wisdom that surrounds us from others who carry different experiences than ours.
- **Kisîwât'sowin (Kindness)** - We show and practice lateral kindness in our organization and to everyone with whom we interact on behalf of the Nation. We practice kaa-wiichihitoyaahk (we take care of each other.)



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- **Sipihkisôwin (Resilience)** - We are resilient and do not fear challenges or setbacks but remain courageous and learn from each step of the journey. We channel the courage of our Métis ancestors who faced adversity and remained resilient.
- **Atoskâtowin (Teamwork)** - We work together and actively seek opportunities to share information, collaborate on initiatives, and practice reciprocity for stronger outcomes. We embrace teamwork to achieve greater potential for success.