



Douglas College

JOB POSTING

(INTERNAL)

POSITION:	Accounts Payable Clerk	COMPETITION #:	2010-032A
DEPARTMENT:	Finance Department	CLASSIFICATION:	Pay Level 8
REPORTING STATION:	New Westminster	SALARY RANGE:	\$19.68 to \$21.66 per hour

This temporary, full-time position is available March 22, 2010 to August 31, 2010 with possible extension. Shifts are between 8:30 am to 4:30 pm, exact schedule to be assigned.

PRIMARY FUNCTION:

To determine whether documentation submitted for payment complies with established accounting practices and to process and produce payments for accounts payable and provides accounting support by analysis and reconciliation of a variety of accounts. Provides exceptional client-centred service on a consistent basis to all stakeholder groups.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Good working knowledge of English (written and verbal).
- Completed a one year related program at a recognized post secondary institution with a minimum of two (2) years related work experience or equivalent combination of education and experience.
- Good working knowledge of composing routine correspondence and reports as well as office practices and procedures.
- Proven ability to communicate courteously and effectively in person, in writing, and over the telephone with students, faculty, staff, administrators, suppliers and buyers.
- Demonstrated ability to keyboard 40 w.p.m. accurately; demonstrated proficiency in Excel; demonstrated Data Entry proficiency at an Intermediate level; working knowledge of Word. Proficiency in Customer Service Testing.
- Demonstrated ability to work independently under minimum supervision to achieve assigned deadlines; ability to independently establish priorities for work assigned.

[LINK TO JOB DESCRIPTION](#)

It is the responsibility of all interested applicants to ensure that a current resume and cover letter is received by the Employee Relations Department by **4:30 pm, March 19, 2010**. **Please ensure your resume clearly demonstrates how you meet the required knowledge, skills and abilities of the position for which you are applying.**

Late applications will only be accepted if the employee is absent from work due to sickness or vacation at the time of posting and provided the application is received before another applicant is selected.

Please submit your resume and cover letter to jobs@douglas.bc.ca

NOTES:

- Qualified internal applicants shall be given first consideration in filling this position.

- If no applicant fully meets the pre-requisites, appointment may be made at a lower classification level.
- Regular employees contemplating on applying for temporary positions should refer to Article 28.1(a) and Article 28.1(d) of the collective agreement.