



LORD SELKIRK SCHOOL DIVISION

We are hiring an

ACCOUNTS PAYABLE CLERK

at

LSSD Board Office

205 Mercy Street Selkirk, MB R1A 2C8 Phone: (204) 482-5942

Full time Regular position
To start as soon as possible

Hours of Work: 35 hours / week Wage Rate: \$21.35 – 26.52 / hour

The Accounts Payable (A/P) Clerk is directly responsible for performing data entry and related duties in disbursing non-payroll accounts payable to individuals, vendors, and other entities.

The A/P Clerk will ensure the timely and accurate processing of payment documents such as purchase orders, invoices, employee reimbursements, stipends, and any other accounting transactions related to A/P management.

Duties & Responsibilities:

- Accurate and timely processing of various accounts payable transactions including purchase orders, invoices, expense claims, mileage claims and payroll remittances.
- Review transactions for completeness and compliance with Division procedures and policy.
- Prepare information for processing and complete data entry ensuring that all disbursements are coded properly in accordance with F.R.A.M.E.
- Entry of cash receipts, prepare bank deposits.
- Investigate payment problems while following A/P policies and procedures.
- Manage cheque runs. Verify accuracy of cheques and distribute cheques to vendors.
- Maintains a filing system for all accounts payable records.
- Respond to vendors and Division Staff enquiries concerning the status of accounts payable transactions.
- Oversee the work of the Accounts Payable Assistant.
- Perform other administrative duties of the finance department.

Knowledge, Qualifications and Skills:

- High School diploma, plus post-secondary accounting / bookkeeping training.
- 3-5 years direct experience in an A/P capacity.
- Demonstrated ability to accurately calculate, post, correct, and manage accounting figures and financial records.
- Excellent data entry skill, effective attention to detail, with a high degree of accuracy.
- Able to perform moderate to complex account reconciliations.
- Demonstrated ability to follow business procedures accurately.
- Proficient knowledge of accounting systems, budgets, and internal controls.
- Sound analytical thinking, planning, prioritization, and completion skills.
- Strong problem identification and problem resolution skills.
- Excellent interpersonal skills & effective oral & written communication skills.
- Proven strong work ethic and positive team attitude.
- Demonstrated ability to work effectively with staff, work as a member of a team, with a customer service orientation.
- Strong diplomatic, negotiation, and conflict resolution skills in order to resolve issues.
- Ability to establish priorities, work independently, and proceed with objectives without supervision.
- Must possess a high level of moral judgment for handling confidential information and monetary transactions. Demonstrated ability to maintain confidentiality of information.
- Ability to understand and carry out written or verbal instructions.
- Advanced proficiency with accounting software, spreadsheet programs, and Office applications.
- Ability to adjust and be flexible to meet changing work needs and demands.

Qualified applicants email your resume with three references to employment@lssd.ca

Attention: Director of Human Resources
Lord Selkirk School Division

Applications accepted until 4:30 p.m. Tuesday, February 21, 2017

Please reference **Posting # 72 16-17 C**

The successful candidate will be required to provide a current
Criminal Record Check and Child Abuse Registry Check.

The interest of all applicants is appreciated; however,
we will contact only those candidates selected for an interview and skills test.