

The Corporation of the District of Oak Bay

Job Description



Job Title:	ACCOUNTS PAYABLE CLERK	JEPE Number:	#1003
Department:	Municipal Hall	Pay Grade:	5
Area:	Finance	Position Status:	Regular - Full Time
Location:	Municipal Hall	Position Type:	Union
Supervisor:	Manager of Financial Operations	Last Updated:	April 2026
		Last Reviewed:	April 2026

Job Purpose:

Under the direction of the Deputy Director of Financial Services, carries out all data processing related to accounts payable and performs the duties of cashier. Ensures accurate and timely completion of all clerical work pertaining to the processing of invoices/vouchers, cheque issuance, appropriate account coding, and correct application of rebates and credits. Maintains the integrity of the accounts payable computer system by performing periodic system tests and generating system reports.

Duties and Responsibilities:

- Process a wide variety of accounts payable transactions and maintain the accounts payable system, using a variety of reports.
- Verify invoices and credit notes for required authorization, correct account allocation and correct tax treatment prior to data entry.
- Enter invoices and agree to approved purchase orders and check entries prior to cheque run.
- Reconcile statements to accounts payable invoices and payments; follow up on discrepancies.
- Act as liaison between other departments and suppliers on questions regarding invoices.
- Prepare open purchase orders at beginning of each year and maintain record of these and incomplete purchase orders.
- Open cash register, set up float, receive, process cash receipts and close off cash register on a daily basis.
- Prepare cheque requests for utility payments (telephone and hydro).
- Act as backup cashier and answers public inquiries about property taxes and utilities. Perform other related clerical and general office duties as required.

Required Knowledge, Abilities & Skills:

- Working knowledge of accounts payable practices.
- Sound knowledge of modern office practices and procedures, business English and communication skills.
- Knowledge of basic double entry bookkeeping and accounting procedures.
- Ability to establish and maintain effective working relationships with employees and to deal courteously and effectively with the public.
- Ability to organize own activities in accordance with workload and departmental activities, and to meet established deadlines.
- Ability to acquire good user level facility with accounting-specific software and other software related to municipal financial functions.

- Working knowledge of standard office word processing and spreadsheet software.

Qualifications:

- Completion of Grade 12 supplemented by courses in basic accounting and bookkeeping.
- Two (2) years' experience in accounts payable and cashier work, in a comparable office environment involving contact with customers.

Required Licenses, Certifications and Registrations

- No special licenses or certifications required.