

## ACCOUNTS PAYABLE CLERK

### Department of Finance

<b>Location:</b>	Lac La Biche campus (A remote or hybrid work arrangement may be considered for the right applicant within the Portage College service region)	<b>Job number:</b>	24-035
<b>Position type:</b>	Full-time continuous	<b>Posting date:</b>	September 6, 2024 ( <i>Updated November 19, 2024</i> )
<b>Salary:</b>	\$44,904 to \$58,236 per annum *Salary under review*	<b>Closing date:</b>	Open until a suitable candidate is found

### ABOUT THE POSITION

Portage College is actively seeking an Accounts Payable Clerk at the Lac La Biche campus. This position is responsible for expense claims, general payables, VISA, GST reporting, accruals, and contractual obligations. The Accounts Payable Clerk ensures that policy and guidelines are adhered to as established by the College.

#### Responsibilities include:

- Reviewed invoiced for signatures, amounts, codes and ensures goods received are reflected on the invoice and meet College guidelines.
- Monitors the College's annual expenditures to ensure they are within guidelines and authorization levels.
- Procurement card coordinator. Processes new Visa card set up and orientation with the cardholder and responsible for cancellations and information requests.
- Process accountable advances and expense claims; Enter invoices into ERP system.
- Provides backup/cover off for credit applications, reconciliation of monthly statements, exporting and sending monthly visa statements, contract invoice and Visa posting, and quick cheque posting.
- Manages contractual obligation and accruals process for the College.

### QUALIFICATIONS AND EXPERIENCE

- Post-Secondary Diploma or Certificate in Business or Accounting. Experience and other equivalencies may be considered.
- Minimum two years of experience working with computer accounting systems.
- Experience with high-volume data entry, record keeping, and accounting are assets.
- Excellent problem-solving skills to troubleshoot when information received is incomplete, inaccurate or contains errors.
- Strong computer skills, especially with Microsoft Excel.
- Experience or knowledge of Agresso Unit4 would be considered beneficial.
- Must be highly organized and have a strong attention to detail.
- Ability to work independently and manage deadlines.
- Excellent verbal and written communication skills.
- Successful applicant will be required to provide a current police information check.

### ABOUT THE COLLEGE

We acknowledge that Portage College's service region is on the traditional lands of First Nation Peoples, the owners of Treaty 6, 8 and 10, which are also homelands to the Métis people. We honour the history and culture of all people who first lived and gathered in these lands.



Portage College has been serving the region for over 50 years and is a first choice post-secondary institution for learners in northeast Alberta. You will find that we are a college that combines quality with innovation. In fact, Portage College is considered a leader when it comes to providing students with a flexible first-class educational experience. We offer a wide range of programs in health and wellness, business, human services, university transfer, food sciences, trades and technology, native arts and culture, and in academics for career and education.

As an employee at the College, you will benefit from generous paid time off, participation in the College pension and benefits plans and have access to a strong professional development fund that allows employees to grow and develop professionally by taking college or university courses, or attending conferences or workshops.

## HOW TO APPLY

Portage College is committed to building a skilled, diverse workforce reflective of Canadian society.

If you have the right qualifications, experience and motivation to do extraordinary things at Portage College, we would love to hear from you. Email your cover letter and resume to [careers@portagecollege.ca](mailto:careers@portagecollege.ca). If you have any questions, call us at **780-623-5747**. Please note we do not accept third-party resume and cover letter submissions.

The College appreciates the interest of all applicants, however, only those selected for an interview will be contacted.

