

Job Posting #: 2023-25

Job Title: Accounts Payable & Purchasing Coordinator

Department: Financial Services

Reports To: Deputy Treasurer / Manager, Financial Services

Directly Supervises: None.

Status: Full-time, Permanent.

Hours per Week: 35

Salary: \$53,992.90 - \$65,628.70

Application Due Date: Sunday, May 28, 2023

Position Summary

This position provides corporate accounts payable services which include the verification, authorization, reconciliation, tracking and payment of invoices, and assistance in the compilation of information for the annual audit. This position also coordinates procurement for the Municipality in accordance with competitive bidding law, current regulations, the Municipality's Purchasing Policy and industry best practices. The position will ensure openness to the public, fairness and transparency in the procurement process and opportunities.

Role Specific Duties and Responsibilities

Accounts Payable:

1. Verify invoice details, such as extensions, totals, early payment discounts, HST/PST exemptions and charges; match vendors' invoices against delivery reports and against purchase orders for prices and terms; report invoice discrepancies so that adjustments can be arranged.
2. Compile and organize all supporting documentation necessary for processing payments and complete all required information for entry to the accounts payable system; and assist departments in the coding of invoices.
3. Set up new vendor accounts, enter all information that pertains to the vendor, e.g., address, phone number, terms for payment into the system; prepare and post journal entries for vendors approved for preauthorized payments; review vendor statements for statement accuracy.
4. Perform analyses of accounts, check data for accuracy and run necessary registers and reports.
5. Prepare weekly cheque runs and process rush cheques when required; match invoices to cheques before circulating to signatories; maintain A/P filing system by filing cheque requisitions backup documentation after signing.
6. Respond to vendor's queries regarding outstanding invoices which require review of transactions in financial systems software and purchasing records as well as consultation with other departments.
7. Perform year-end procedures for A/P and reconcile vendor accounts as well as the A/P account in the General Ledger.
8. Generate void cheque and invoice cancellation paperwork and process stop payment notice prior to voiding cheques, as required; reconcile all A/P

cancelled cheques monthly; process manual cheques, including confidential items, when a cheque is required outside the normal cheque run; access Municipality's internet banking records to ensure all vendors with automatic bank withdrawals have been processed in the A/P system.

9. Purchase money orders for the payment of invoices or cheque requisitions requiring US funds; organize, contact and code courier services for departments.
10. Receive and process all procurement card transactions, checking all entries, and balances entries to card supplier statements, which includes all postings to the General Ledger; advise the Deputy Treasurer of any missing receipts, late submissions or unusual transactions; reconcile monthly supplier statements and provide follow-up to ensure timely payment.
11. Assist in the preparation and compilation of information for the interim and final Municipal audit.
12. Issue expense advance cheques and ensure that proper expense reports are filed.
13. Process livestock claims for reimbursement to the claimant.

Purchasing:

1. Develop and administer progressive purchasing policies, procedures and by-laws.
2. Manage the purchasing process, train all staff to ensure an understanding of the purchasing policy and practices, monitor staff compliance and report non-compliance to the Deputy Treasurer/Manager of Finance Services and applicable Department Heads.
3. Coordinate with staff to create a bid schedule to follow throughout each budget season.
4. Work in partnership with departments to prepare quotations, develop tenders, request for proposal (RFP) documents and specifications.
5. Administer the complete bid process including issue and receipt of all bids, addendum preparation, award, purchase orders, and contract database maintenance. Includes posting of documents to external websites.
6. Assist with questions and support staff with the process in order to ensure proper purchasing procedures and policies and followed.
7. Represent Finance & Purchasing Services at public openings of various tenders, contracts and RFP's ensuring all submitted contracts meet the specified requirements.
8. Ensure best practices are followed through the coordination of information and resources necessary to create and issue contracts as required.
9. Assist with the recommendation and award process of procurement in accordance with the Policy & Procedures.

10. Work with contractors and consultants to ensure compliance with contractual requirements and established safety and risk management standards. Liaise between staff and vendor representatives to maintain integrity of contracts and Municipality/supplier relations including dispute resolutions.
11. Administer the Purchasing Card program and the Purchase Order processes in relation to the Municipal purchasing procedures.
12. Administer the disposal process and venue for Tangible Capital Assets and ensures the Municipality's records are updated.
13. Within the parameters of the Purchasing By-law, meet with suppliers to evaluate products/services, negotiate terms, contract extensions and dispute settlements.
14. Ensures all relevant quarterly reports and year-end working papers are filed in a timely manner in accordance with the schedules defined by Community Services and Corporate Services departments.
15. Responsible for the maintenance and managing Procurement related documentation and files.
16. Administer the development of Award Reports that are presented to Council.

Financial Services:

17. Complete annual audit paperwork for all procurement matters throughout the fiscal year.
18. Acts as the Municipality's Contract Administrator.
19. With oversight from the Deputy Treasurer, acts as the subject expert to write grant applications and track grant submissions and funding.
20. Development, implementation and contract administration of an Engineering Services roster for engineering support for municipal operating and capital projects.

General Duties and Accountabilities

1. Provide and maintain a high degree of confidentiality and security of information at all times. Where information is developed prior to staff/public release, ensure confidentiality of information provided to produce content for Council and other sensitive information sources.
2. Work in compliance with the *Occupational Health and Safety Act*, and other applicable legislation, department policies/procedures/practices, operational guidelines, and perform safe work practices.
3. Perform other duties as may be assigned in accordance with department and corporate objectives.

Required Certifications and/or Health and Safety Requirements

- Certified Professional Purchaser through Purchasing Manager Association of Canada or Certified Professional Public Buyer / Certified Public Purchasing Officer through Ontario Professional Buyers Association designation, or the ability to obtain the required designation.
- Valid Class "G" Driver's Licence in good standing and a reliable vehicle for corporate business.

Education, Skills and Experience

1. Diploma in business or accounting, a minimum of 3 years' of bookkeeping/accounting experience preferred.
2. Thorough knowledge of Microsoft Windows and Office applications, financial information systems and associated evaluative techniques; payroll and general accounting practices, principles and applications; applicable legislation/regulatory standards, local government functions and responsibilities.
3. Strong communication (verbal, written and interpersonal), time management, public relations, organizational, multi-tasking/work prioritization skills.
4. Ability to demonstrate tact and discretion in handling matters of a confidential or politically sensitive nature; and to maintain confidentiality.
5. Ability to deal effectively and courteously in all aspects of the position; to work effectively at fostering good rapport and cooperative working relationships; and to champion the corporate mission and values.

Physical Demands and Working Conditions

- Physical demand requires considerable sitting and computer usage. Working conditions are in a standard office environment with some exposure to public criticism.
- Normal hours of work are 35 hours per week Monday to Friday and attend occasional evening meetings as required.

Contacts and Interactions

- Communicates regularly with municipal staff, consultants, government agencies, utility customers and the general public.

Applicant Information

Interested qualified applicants are invited to forward their cover letter and resume directly to the Municipality quoting Job #2023-25 by Sunday, May 28, 2023 to:

jobs@meaford.ca

Attention: Human Resources

The Municipality of Meaford is committed to providing a barrier-free workplace. If accommodation is required during the selection or interview process, it will be available upon request.

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Personal Information is collected under the authority of the Municipal Act for the purpose of candidate selection, and all information will be stored and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act. For further information about this data collection, please contact jobs@meaford.ca.