


Position Identification			
Position Title	Accounts Payable Administrator		
Position Replaces	N/A		
Position Level	Employee	Position Code	1007
Pay Group	Group 7	Date (last revised)	May-22
Supervisor Title	Supervisor, Accounts Payable	Sup. Position Code	1140
Additional Requirement	CRC	N/A	
Division	Finance	Flexible Work Arrangement	Flexible Work

Organizational Description

BC Transit is a provincial crown corporation responsible for the overall planning and delivery for all of the different municipal transportation systems within British Columbia, outside Greater Vancouver.

Our Mission: Delivering transportation services you can rely on

Department Summary

The Accounting department is vital to our organization's financial health, overseeing crucial functions such as accounts receivable, accounts payable, treasury management, and financial reporting. We ensure the integrity, accuracy, and efficiency of financial operations transactions while also upholding compliance to standards and optimizing resources to support the organization's success and sustainability.

Job Overview

Reporting to the Supervisor, Accounts Payable, the Accounts Payable Administrator is responsible for the timely and accurate processing and paying of all operating and capital invoices, Purchasing Card (PCARD) statements, and employee expense claims in a complex and fast-paced environment. Scope of work includes, but is not limited to, liaising with internal and external customers and vendors to resolve issues and ensure on-time accurate payments. The ideal candidate is highly organized and promotes a customer service orientation by developing and maintaining customer relationships and providing outstanding customer service.

Key Accountabilities and Expectations

Key Accountability	Expectation
Financial Responsibility	<ul style="list-style-type: none"> • Accurately and efficiently processes a high volume of invoices through specialized software and other tools, while ensuring compliance to a complex set of rules including legislation, corporate policies, departmental procedures, collective agreements, accounting standards, tax law, pre-defined thresholds and unique customer requirements • Processes and ensures accuracy of payments (EFTs, Cheques and wires) produced in a payment run and cross checks the work of other team members • Determines the correct application of sales taxes on invoices, identifying when self-assessment is required, and when tax has been incorrectly applied; independently performs research to support decisions and follows up to ensure required corrections are made • Ensures holdbacks are correctly recorded and identifies situations in which holdbacks apply • Applies judgement to determine if documents are confidential and applies special treatment to ensure the sensitive handling of such documents • Reviews expenses to determine reasonability and reports questionable transactions to management • Matches invoices to purchase orders (POs), receiving registers and packing slips, and actively follows up on unmatched items, including unauthorized deliveries, partial deliveries, order cancellations, revisions and price changes • Performs a detailed review of employee expense claims, ensuring they are in accordance with Union agreements and BC Transit corporate policies • Verifies monthly PCARD statements to receipts, ensuring proper coding and approvals, and that inclusions are in accordance with corporate policies, departmental procedures, tax legislation, card processing rules and requirements of the Financial Information Act (FIA) • Corresponds with cardholders on an on-going basis to resolve issues and prepares and enters a monthly journal voucher • Reviews and reconciles monthly statements from suppliers, investigating all past due invoices and contacting suppliers to resolve discrepancies as appropriate • Documents internal processes and makes recommendations on efficiency, accuracy, consistency and controls • Closely manages the inquiries email inbox to address internal and external customers in a timely manner; initiates and responds to a variety of inquiries regarding invoice status, requests for urgent payments, or payment discrepancies

	<ul style="list-style-type: none"> • Safeguards BC Transit assets by identifying possible sources of financial fraud and reporting them to the Supervisor, Accounts Payable • Ensures that important keys, electronic signatures, cash and cheques are safeguarded at all times • Assists with financial statement or internal audits as needed by providing backup required for the testing of accounts payable, prepaid accounts, accruals and expense balances and transactions • Independently prioritizes and manages workflow to meet corporate and departmental deadlines • Trains and mentors new team members • Provides relief coverage for other accounting department staff as required
Additional Duties	<ul style="list-style-type: none"> • Performs related duties in keeping with the purpose and accountabilities of the job

Summary of Qualifications and Job Specific Competencies	
Education	<ul style="list-style-type: none"> • Grade 12 Diploma or equivalent. • Some post-secondary accounting courses
Experience	<ul style="list-style-type: none"> • A minimum of two (2) years' previous computerized accounts payable or related financial administrative role • An equivalent combination of education and experience may be considered
Key job-specific competencies	<ul style="list-style-type: none"> • Strong working knowledge of accounts payable day-to-day operations • Working knowledge of general accounting practices • Experience applying corporate policies and procedures to complex situations • Experience with the treatment of GST & PST as it applies to accounts payable • Minimum keyboarding/data entry speed of 40 WPM • Strong organization, communication, customer service, problem solving, investigating and decision-making and math skills • Working knowledge of JD Edwards or a similar enterprise resource planning system (ERP), Transform AP, Hubble, Excel, Outlook and other Microsoft programs is considered an asset