



Toronto
District
School
Board

No.: SCH II-23-0074NE
POSTED: March 23, 2023
DEADLINE: 12:00 Noon, April 6, 2023

Supervisor of Accounts Payable

1 – Permanent Position

Business Services

Schedule II, Level 6

(Non-Union – 12 Month)

\$76,718 - \$92,072

The Toronto District School Board adheres to equitable hiring, employment, and promotion practices.

Reporting to the Manager of Accounts Payable, the Supervisor of Accounts Payable is responsible for the supervision of the Board's payment and accounts payable services. The department processes all invoices, employee reimbursements and manages the Board's Corporate Purchase Card and Petty Cash operations as per Board policies and regulations.

This Supervisor of Accounts Payable will:

- *Provide supervision and direction to Accounts Payable staff, including planning, staffing, training and performance reviews in a unionized environment;*
- *Provide support and guidance to schools, department budget holders, School Superintendents on appropriate financial procedures;*
- *Adhere to Budget, Grant and spending requirements as it pertains to payments processed;*
- *Maintain and assist in the upgrades of the financial systems and software utilized by the department;*
- *Work closely with Purchasing and SAP Business Process Team to ensure that appropriate controls, conditions, contracts with vendors are reflected in SAP to ensure prompt and accurate payment; and*
- *Provide excellent customer service to vendors and external stakeholders.*

Summary of Duties:

- Responsible for the supervision of Accounts Payable staff members;
- Provide leadership to motivate staff and to facilitate team building necessary to increase productivity;
- Interview and recommend hiring of Accounts Payable staff as required;
- Train staff regarding specific functions and procedures as required;
- Follow-up and review to ensure accuracy and adherence to specific timeframes;
- Provide support and guidance to central department and school based staff on related financial procedures;
- Responsible for disbursements and administration of the Purchase Card and Petty Cash operations to ensure that they are in accordance with Board by-laws, policies and procedures;
- Responsible for disbursements and administration of the Employee Expense software;
- Conduct on-going reviews of the GR/IR (goods receipt/invoice receipt) clearing accounts;
- Approve the payment process to produce the payment run (Electronic Fund Transfer and cheques);
- Prepare year-end summaries and assist in year-end audit;
- Produce and analyze management and statistical reports re vendor payment and activity;
- Responsible to communicate with outside suppliers in connection with problem accounts;
- Monitor on an ongoing basis and assist in the maintenance of the SAP system;
- Work with Information Technology staff to implement appropriate modifications to financial and invoice automation systems;
- Review, test and implement system upgrades and identify potential improvements to financial and invoice automation systems;

- Assist with the review and development of procedures for the efficient and accurate recording of Board revenues, disbursements, Purchase Card & Petty Cash disbursements;
- Prepare cost estimates and organize records in response to Freedom of Information (FOI) requests for financial records information;
- Act as a designate for review of in-province and out-of-province conference expenditure claims;
- Provide support to special projects as required;
- Provide leadership in fostering equity and inclusiveness in the development and implementation of programs and services; and
- Other duties as assigned.

Qualifications:

- University degree in Commerce and Finance or Business Administration and specialized training in information technology with a minimum of three years' experience in an accounts payable setting or an equivalent combination of education and experience;
- Experience with the implementation and use of, automated invoice payment solutions and automated employee expense solutions;
- Experience and proficiency working with SAP utilizing the Financial Accounting, Purchasing, Materials Management, Controlling, and Payroll modules and functionality;
- Proven track record of working collaboratively and effectively with a variety of internal and external stakeholders at all organizational levels while providing excellent customer service experience;
- Experience in year-end financial processes as it relates to Accounts Payable and Accounting;
- Excellent written and oral communication skills including effective presentation skills;
- Excellent interpersonal skills and ability to work effectively in a team environment;
- Strong problem solving skills, analytical skills and attention to details;
- Good understanding of accounting policies and procedures;
- Knowledge and understanding of school board policies, procedures, Ministry Funding, and Ministry of Education expense and procurement directives;
- Strong knowledge of Legislative requirements pertaining to payments (including Harmonized Sales Tax (HST), Construction Lien Act, Non-resident withholding tax);
- Proven ability to work under pressure and consistently meet deadlines;
- Proven supervisory experience with strong leadership, mentoring and team building skills in a unionized environment; and
- Proven ability in promoting equitable practices which value inclusiveness and diversity.

Special Requirements:

- Must be available to work evenings and weekends with minimal or no notice.
- Vacations restrictions during year end.

Assets:

- Enrolment in a Chartered Professional Accountant (CPA) Designation program.

Work year: 12 months

Location: 5050 Yonge Street

Hours per week: 35 hours

Please note:

Applications **must** be submitted:

1. In résumé form with a covering letter to: Application.Submission@tdsb.on.ca
2. With competition # **SCH II- 23-0074NE** in the subject line
3. Apply no later than 12:00 noon on **April 6, 2023**.

Only applicants selected for an interview will be contacted. Applications will not be acknowledged in writing.

The Toronto District School Board is deeply committed to promoting Truth, Reconciliation and the rights of Indigenous peoples, Human Rights, Equity and Anti-Racism, and the elimination of Oppressive Practices, in our schools, our workplace and in the communities we serve. We strongly encourage applications from all individuals including those with varied lived experiences that can contribute to the diversification of the workforce at TDSB.

We strive to meet the accommodation needs of persons with disabilities. Applicants are encouraged to make their needs for accommodation known in advance during the application process.