

**Accounts Payable Administrator**  
1 – Permanent Position  
**Business Services**  
**CUPE Local 4400 Unit C – Grade J (12 Month)**  
**\$31.56 – \$37.02 per hour**

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

*Reporting to the Supervisor, Accounts Payable, under the direction of the Senior Accounts Payable Administrator, the Accounts Payable Administrator will:*

- *work in a team environment to process various types of payments to vendors, school/departments and employees;*
- *be responsible for identifying, verifying and resolving many types of payment discrepancies, which enables the TDSB to maintain efficiency, timely and accurate vendor/employee payments in compliance with Business Services Policies and Procedures; and*
- *communicate (e.g., via e-mail, telecommunications) with vendors and all levels of Board staff, to resolve payment issues and inquiries.*

**Summary of Duties:**

- Responsible for the verification and processing of all invoices/reimbursements for the TDSB. The types of payments include, but are not limited to, those related to:
  - purchase order related invoicing which includes proper tax calculations (Harmonized Sales Tax), Price and delivery variances;
  - invoices (non Purchase Order related) which includes proper tax calculations (Provincial and Federal allocation of HST);
  - petty cash, employee reimbursements, conferences, and utilities;
  - validation of proper General Ledger account numbers and SAP Cost Object (i.e. Cost Centre, Work Orders and Network) numbers on all payment requests;
  - Reconciliation of monthly Vendor statements as well as verification and reconciliation of Evaluated Receipt Settlement (ERS) Vendor's statements;
- Co-ordinate all Purchase Card requests for new cards and changes to existing card information;
- Respond to all inquiries related to Purchase Card activity;
- Analysis of P-Card purchases on a regular basis;
- Utilize invoice optical scanning software and enterprise resource planning system to pay invoices;
- Communicate with vendors to provide payment information and resolve any and all payment and verification issues;
- Communicate with school and central department staff at all levels. Providing information, solutions and resolutions for payment processing issues and Purchase Card inquiries;
- Assist the Senior Accounts Payable Administrator, Purchasing and Information Technology Staff, to resolve payment processing issues as it relates to SAP Financial Software;
- Other duties as assigned by a Senior Accounts Payable Administrator (e.g., sorting and distribution of incoming

- Accounts Payable mail, filing of all processed invoices, and all preparation of cheque runs for distribution); and
- Other related duties as assigned.

### **Qualifications:**

- Two-year community college diploma in Commerce and Finance, or Business Administration with one year's
- experience in a related accounting position, or an equivalent combination of education and experience;
- Good understanding of accounting, accounts payable and business operations;
- General knowledge of HST as it applies to school boards;
- Strong communication skills and ability to problem solve effectively with staff and vendors;
- Good written and oral communication skills;
- Proficient keyboarding skills and expertise in the use of computer technology (e.g. e-mail, word processing, spreadsheets, data bases and integrated Financial applications);
- Experience with SAP or other Enterprise resource planning systems in an Accounting and Accounts Payable environment and
- Good analytical skills.

### **Special Requirements:**

- Must be able to work overtime on short notice during peak periods (e.g. year-end).
- Vacation restrictions during year-end.

**Location:** 5050 Yonge Street (Wheelchair Accessible) (Hybrid Work Eligible)

**Hours:** 35 Hours per week

**Work Year:** 12 Months

### **Please note:**

Applications **must** be submitted:

1. In résumé form with a covering letter to: [Application.Submission@tdsb.on.ca](mailto:Application.Submission@tdsb.on.ca)
2. With competition # **CUPE C-24-0150UE** in the subject line
3. Apply no later than 4:30 pm on **September 25, 2024**.

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

***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.***

***The TDSB follows a hybrid work structure where some employees may be able to work remotely at times, based on operational requirements. Please refer to [Policy P103, Flexible Working Arrangements](#) for more information.***