

**Posting date:** November 17, 2022

**Job Title:** Timekeeper/Accounts Payable Clerk (Bilingual – English/French)

**Number of Vacancies:** 1

**Posting number:** EX22-1353

**Status:** Permanent Position

**Hours of Work:** 70 hours bi-weekly

**Shift Work Required:** No

**Range:** \$26.06 to \$29.76 per hour

**Start date:** To follow selection process

**Initial Reporting Location:** 10 Elm Street

**Eligible to Work from Home:** No

**Section:** Finance

**Division:** Housing Operations

**Department:** Community Development

**Duties:** Under the general supervision of the Manager of Finance, Housing Operations.

**1. Accounts Payable Duties:**

- Verify and ensure completeness and arithmetic accuracy on invoices prior to batching.
- Verify that standing contractor rates and sales taxes have been applied properly and ensure expenditures are distributed to correct accounts.
- Investigate discrepancies on any invoices from contractors and suppliers.
- Verify the authorization of goods and services received on purchase orders and work orders.
- Compile work orders, purchase orders and requisitions according to payee, adding invoices to match cheque totals, ensuring correct amount for payment.
- Input of invoices per payee, complete cheque due dates and prepare for weekly cheque runs.
- Obtain proper authorization for payment authority prior to payment processing.
- Prepare accounts payable mailings and complete filing.
- Prepare excel spreadsheet report for Utilities, following up with unusual utility invoices and invoices for vacant units.
- Prepare maintenance charge invoices and obtain proper authorization prior to input by accounting clerk.

**2. Timekeeping and Payroll Duties:**

- Prepare, collect, and code timesheets for payroll processing.
- Verify arithmetic accuracy for all hours worked and recorded, ensure proper back up and completeness.
- Check that all absences are recorded correctly, match to internal memos in payroll.
- Record timesheet entries in Peoplesoft accurately and within the reporting deadlines.
- Preview payroll submission by verifying accuracy of timesheets against preliminary payroll reports and submit to Accounting Supervisor for final review and approval.
- Complete all payroll related monthly and year-end processes and reporting (e.g. Overtime, Vacation and Weekly Indemnity balances) for Supervisor review and approval.
- Compile vacation requests and input the same on vacation schedules for approval, semi-annually.
- Prepare New Hire and Termination Checklists for completion by functional Managers.

3. Prepare, maintain, and archive A/R batches, A/P batches, Vendor files and all other financial reports.

4. Track archiving records for retention and destruction.

5. Verify accounts receivable deposits daily and prepare for armored security services pick up.

**Employment Opportunity EX22-1353**  
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**(Permanent Position)**

6. Provide back-up support for cash office accounting clerk activities as required.
7. Provide back-up support for purchase order creation for approval by authorizing authority as required.
8. Provide back-up support to Construction Clerk as required.
9. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable Provincial Legislation listed therein.
10. Perform other related duties as required.

**Qualifications:**

- College Diploma in a related discipline (e.g. Business Administration, Accounting, Payroll, Human Resources) from a recognized College with Canadian accreditation.
- Over one (1) year up to and including two and one-half (2½) years of related experience.
- Knowledge of general accounting procedures and office practices.
- In-depth knowledge of payroll practices in order to provide accurate payroll deposits.
- Good working knowledge of excel to provide numerous reconciliations.
- Aptitude for detail and accuracy is a must.
- Ability to work independently and to organize priorities is essential.
- Keyboarding skills with speed and accuracy to Local Housing Corporation (LHC) standards
- Excellent use of English; verbally and in writing.
- French verbal skills and a working knowledge of written French is required
- Satisfactory health, attendance and former employment history.
- Provide, at own cost, a current Criminal Record Check.
- Physical capability to operate a vehicle safely, possession of a valid driver's licence and an acceptable driving record, will be considered an asset.

Note: A Criminal Record Check will be requested by the Hiring Manager should you be the candidate of choice. Please do not submit your Criminal Record Check with your application.

Résumés quoting **EX22-1353** are invited and will be received by the City of Greater Sudbury's Human Resources and Organizational Development Division, by e-mail at [hrjobs@greatersudbury.ca](mailto:hrjobs@greatersudbury.ca) or fax at **705-688-3979**, for the above noted position until **4:30 p.m. on Tuesday, November 29, 2022**. Any application received after this deadline will not be considered.

**All City of Greater Sudbury employees are required to be fully vaccinated as a condition of hire in accordance with the City's mandatory Vaccination Policy. Please do not submit your proof of vaccination with your resume. This information will only be required if you are selected as the candidate of choice. For more information, please visit our website at [www.greatersudbury.ca/jobs](http://www.greatersudbury.ca/jobs).**

All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted. If contacted, and you require a disability related accommodation in order to participate in the recruitment process you must advise the Hiring Manager.

The City of Greater Sudbury is dedicated to maintaining a fair and equitable work environment, and are happy to hire qualified (including education credential) applicants from anywhere. In order to hire a candidate one must be legally entitled to work in Canada, with legally entitled being defined as having all of the necessary paperwork processed, approved and responded to, by way of a work permit being issued and received. Personal information submitted will be used for the purpose of determining suitability for this competition only in accordance with The Municipal Freedom of Information and Protection of Privacy Act.