

The City of Pickering is committed to creating an equitable, diverse and inclusive workplace and strives to foster a sense of belonging, empowerment and respect among all employees and community members. We recognize and value that diverse perspectives, skills, backgrounds, and lived experiences contribute to the growth and strength of our organization and community. As such, we welcome and encourage applications from Indigenous Peoples and equity-deserving communities including women, persons with disabilities, racialized persons, persons who identify as 2SLGBTQI+, and other diverse communities.

(Relief) Accounts Payable Clerk **April 2025 – March 2026**

Department: Finance
Affiliation: CUPE Local 129
Vacancy Reason: Vacant Existing Position – Relief Opportunity
Shift/Hours: Monday – Friday, 35 hours per week
Salary Range: \$32.46/hr. to \$36.07/hr. (2024 rates of pay)
Work Location: City Hall, One the Esplanade South, Pickering, ON
Date Posted: Monday, March 31, 2025
Deadline to Apply: Monday, April 14, 2025

Job Summary

The City of Pickering is seeking a dedicated and motivated individual to join our team in the role of Accounts Payable Clerk.

The successful incumbent is responsible for the efficient and accurate processing of all documentation for the payment of the Corporations accounts in a timely and accurate manner. Other responsibilities include the reconciliation of accounts, maintenance of Accounts Payable files and responding to departmental and supplier inquiries.

Primary Responsibilities

- Files purchase orders, invoices, and packing slips into individual bins.
- Processes invoices including verification of details against suppliers' terms/quotes, ensuring appropriate authorization, checking arithmetic calculations and verifying account codes.
- Processes internal requisitions for mileage payments, expense reimbursements and cash advances.
- Prepares and distributes action notices as necessary to obtain missing documents or information such as packing slips, receiving reports, account codes or authorization. Follows up on outstanding action notices on a regular basis to ensure timely processing.
- Investigates and resolves discrepancies with the department or supplier, referring unusual problems to the Supervisor.
- Answers telephone inquiries and responds to customer and departmental queries regarding processing of invoices.
- Circulates cell phone bills to staff for reimbursement of personal calls.
- Reconciles suppliers' statements against accounts payable records, initiating correspondence and/or telephone calls with suppliers and/or internal departments, detailing information and explaining balances.
- Receives and processes credit notes from suppliers.
- Receives and processes manual cheque requests. Prepares weekly cheque runs and electronic fund transfer (EFT) payments. Forwards all cheques and EFT to the Supervisor for initial review.
- Prepares cheques for mailing once they have been cleared to release. Sends EFT deposit stubs to vendors by email once EFT file has been released.
- Ensures that all adjustments and cheque cancellations are processed correctly.
- Reviews the outstanding purchase order file, following up, and clearing completed or cancelled orders.
- Maintains the Accounts Payable filing system.

- Reconciles Accounts Payable subledger to the General Ledger account on a regular basis.

Additional secondary responsibilities may apply and will be outlined in the Job Description, which will be provided to candidates selected for an interview.

Education and Experience

- Successful completion of a 2 year post secondary Accounting diploma or an acceptable combination of education, workplace experience and training.
- Additional courses towards CPA program completion is an asset.
- One-year current relevant work experience in a computerized public sector accounts payable environment, or two years in a computerized accounts payable environment, in a position of similar responsibility.
- Experience in the use of electronic funds transfer system for vendor payments.
- Experience with SAP or a similar Accounts Payable software system is required.

Knowledge, Skills and Abilities

- Demonstrated knowledge of modern accounting principles, methods and procedures.
- Demonstrated arithmetic skills to accurately perform and verify accounts payable calculations.
- Demonstrated proficiency in the use of personal computers and Windows based computer applications with an emphasis on computerized accounts payable systems and the ability to operate same.
- Well developed interpersonal, organizational, customer service and communication (written and oral in English) skills.
- High level of technical/clerical accuracy and the ability to maintain attention to detail in checking and recording accounts payable transactions.
- Ability to prioritize multiple tasks and achieve deadlines under own initiative.
- Ability to deal with confidential information.
- Must be willing to work overtime during busy season.
- Must be prepared to undergo a Criminal Reference Check as a condition of employment.

Qualified candidates may complete an **online application form** where you will be required to upload your resume and cover letter (PDFs only). We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act* and is used for the purpose of candidate selection.

The City of Pickering is committed to inclusive and barrier-free employment practices, and to creating a workplace that reflects and supports the diversity of the community we serve. Accommodations are available throughout the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act*. Accessible formats and supports can be requested. For assistance, please contact the Human Resources Department at 905.420.4627 or hr@pickering.ca.

Pickering: A complete, world-class city... inclusive, connected, caring and prosperous.

