

Administrative Support Agent Class I_3rd- Posting_Replacement - 2035

Job Title

Administrative Support Agent Class I_3rd- Posting_Replacement

Job Type

Full-time Replacement

Career Level

Support

Education

High School

Category

Administrative Support, Finance and Accounting

Salary Grade

Administrative Support Agent, class I - \$22.36 - \$25.00

Job Description

Start date: Effective immediately until August 2025 or the early return of the incumbent. - 3rd posting.

JOB SUMMARY: Under the direct supervision of the manager of financial services to process, according to procedures, payment of invoices, purchase orders & issuing of cheques.

DUTIES AND RESPONSIBILITIES:

- On a daily basis, verify, process and input all invoices to CLARA accounting system
- Input special Payroll/Human resources remittances as required
- Copy and send invoices without purchase order or budget code to departments for approval
- Follow-up invoices not returned from department for approval
- Follow payable procedures concerning codes for T4A
- Respond to internal and external queries concerning accounts payable
- Communicate with companies regarding questions, discrepancies or mistakes on invoices
- Verify and balance payment proposal for invoices to be paid on bi-weekly and monthly cheque runs
- Prepare and print cheques; transmit information to government for authorization to pay; follow procedures for seized cheques
- Maintain control of balances for purchase orders – closing if purchase order is complete
- Input and update “Particulier” supplier (non-enterprise) data
- Reconcile supplier statements and follow up on outstanding items
- Request cheques for outstanding credits when applicable
- Order appropriate reports related to accounts payable
- Analyze and transfer purchase orders at year end
- Perform other related tasks as required

QUALIFICATIONS:**Education**

To have a secondary school diploma or a diploma of vocational studies in an appropriate specialty or have a diploma or an attestation of studies which is recognized as equivalent by the competent authority.

Specific requirements

- Minimum one-year experience in accounts payable in a computerized accounting environment
- Basic French – oral, comprehension

- English intermediate oral and written
- High degree of computational accuracy
- Word - Basic
- Excel - Intermediate
- Excellent communication skills

Testing may be required to demonstrate knowledge of:

- Word (basic)
- Excel (Intermediate)
- English (Intermediate oral and written)
- French (Basic oral)
- French (Basic comprehension)
- Accounts Payable

Organizational Unit

John Abbott College -> Financial Services 6050

Location

John Abbott College - Ste-Anne-de-Bellevue, QC H9X 3L9 CA (Primary)

Team

S-1831_Administrative Support Agent Class I_2nd posting

of Hires Needed

1

Deadline Date

12/14/2023