



## **Accounting Technician – A/P**

Office

Level 5

*Last Reviewed: August 12, 2026*

### **Position Summary**

Reporting to the Accounting Manager, the Accounting Technician – Accounts Payable (A/P) oversees the organization's accounts payable operations, including payment processing, verifying supporting documentation, preparing information for reports and reconciling and maintaining accounting files and databases. As part of the finance team, the role also supports other accounting functions and financial administrative processes as required, contributing to the accuracy, efficiency, and effective management of the organization's financial operations.

### **Duties and Responsibilities**

#### **Accounts Payable**

- Prepare accounts payable including sorting, coding, data entry, processing and reconciling to the general ledger.
- Manage workflow, ensuring appropriate invoice and payment approvals.
- Generate payment to vendors via EFT and/or cheque
- Receive and process employee expenses and credit card payments.
- Process scholarship payments to students and distribute T4A's.
- Track agreements to ensure proper payment processing; including janitorial, rental equipment, property leases and other agreements.
- Ensure appropriate sales taxes are paid or recovered, including filing of GST and PST returns.
- Assist with the preparation of WCB reporting and subcontractor clearances.
- Maintain vendor files.
- Liaise with vendors as needed.

#### **General Accounting Support**

- Complete daily bank transactions.
- Prepare balance sheet reconciliations.
- Complete general journal entries as required.
- Reconcile book and resource inventory records.
- Identify discrepancies or problems in data or processes and troubleshoot errors.
- Respond to inquiries and collaborate with colleagues to remedy issues.
- Assist with budget preparation and reporting.
- Assist with the preparation of audit working papers.

#### **Administration**

- Perform administrative duties, such as filing, photocopying and scanning.
- Filing and organization of paper-based and electronic records including maintenance of the college's archive files.
- Prepare and update various reports for internal and external users including provincial and federal governments.
- Document processes and procedures as they relate to the accounting functions.

- Propose new or innovative ideas for continuous improvement.
- Work collaboratively with the accounting staff to ensure effective cross-training and support throughout the team.

*It is noted that the duties and responsibilities outlined above are representative, but not all inclusive.*

### **Knowledge, Skills and Abilities**

Candidates should be able to demonstrate:

- Knowledge of computerized accounting systems with experience in Business Central preferred.
- Knowledge of Microsoft Office applications including Excel, Word, and Outlook Email.
- Knowledge of accounting principles and procedures as they relate to the recording of revenue and expenditures.
- Experience in prioritizing tasks and managing workload, time managements skills, and the ability to work with minimal supervision.
- General knowledge of office equipment and administrative systems.
- Oral and written communication skills.
- Work co-operatively with college staff, suppliers, clientele and external organizations/individuals.
- Attention to detail and accuracy.
- Ability to learn and follow directions, policies and procedures.
- Ability to work under pressure and meet deadlines.
- Ability to work independently and prioritize workload.
- Organizational skills.
- Problem solving skills.

### **Education**

- Minimum of a two-year post-secondary diploma with an accounting focus. This education would typically provide knowledge of business communications, accounting processes and computer applications.

### **Experience**

- Minimum of one-year practical related experience, typically providing the skills required to complete a total fiscal year of an accounting cycle including preparing for an participating in the year end audit process.