

Job Description: Accounts Payable Clerk (Part time)

Division: Accounting
Reports to: Financial Controller
Location: Regina

Job Purpose

Perform all functions with regards to maintenance of the purchase order system and payment of accounts for Sask Sport and all of its divisions and programs.

Primary Duties and Responsibilities

- Ensure maintenance of files for all daily, monthly and yearly accounts payable reports. Files should be up to date within one week of information.
- Maintain vendor information and correspondence files.
- File all purchase orders, cheque copies and supplier information.
- Ensure responses to vendor inquiries are addressed within one week of initial contact.
- Draft and send information memos as required.
- Process purchase orders for purchase order system by ensuring completeness and accuracy of information.
- Match purchase orders to invoices and complete payment information. Ensure all necessary authorizations are in place.
- Enter invoice information into Accpac and issue cheques. Cheques are issued for each division or program at minimum once per week.
- Reconcile monthly vendor statements.
- Assist with monitoring, evaluating and development of systems in conjunction with Financial Comptroller.
- Assist Financial Comptroller or Coordinator with special report preparation or analysis as required.
- Cooperate with other divisions. If necessary and upon approval of supervisor assist them with carrying out their special duties.

Knowledge, Skills, and Abilities

- Demonstrated knowledge and experience in the following areas:
 - Knowledge of the provincial sport delivery system an asset
 - Experience in the non-profit sector an asset
- Demonstrated skills in the following areas:
 - Communication – verbal, written, and interpersonal
 - ACCPAC, Microsoft Word and Excel
 - Administration, organization and time management with attention to detail

- Demonstrated abilities in the following areas:
 - Self motivated and enthusiastic
 - Effectively manage a variety of tasks, and be able to adapt to unexpected interruptions and adjustments to priorities throughout the day.
 - Work with minimal supervision and also contribute to a team environment

Qualifications and Experience

- Post-secondary diploma in accounting or equivalent education and/or training
- Minimum two years experience in a role that demonstrates the ability to perform the duties required for this position

Working Conditions

- Part time (30.0 hours per week, flexible schedule), permanent
- Overtime work may be necessary during busy periods

How to Apply

Qualified applicants should send a resume and cover letter outlining their experience and how it will assist them in this position along with why you are interested in a part-time position to:

Email (preferred): humanresources@sasksport.sk.ca

Or

Human Resources
Re: Client Services – Accounts Payable Clerk
Sask Sport Inc.
1870 Lorne St.
Regina, SK S4P 2L7

Deadline to submit application is midnight, Sunday January 20, 2019.

Only those selected for an interview will be contacted. Thank-you for your interest in employment with Sask Sport.

January 7, 2019