

ACCOUNTS PAYABLE RESPONSIBILITIES AND DUTIES

- 1.0 Process accounts payable information.
 - 1.1 Examine all invoices, check extensions and determine verification of receipt of goods.
 - 1.2 Confer with suppliers in all matters pertaining to invoices, statements, etc, and liaisons with school principals and/or supervisor as applicable.
 - 1.3 Prepare all invoices, manual cheques, and such other accounts payable documents for data input.
 - 1.4 Complete data entry.
 - 1.5 Refer all process invoices to the secretary-Treasurer for verification.
- 2.0 Process all purchase orders, work orders and Manitoba Textbook Bureau orders and maintain relevant computer files.
- 3.0 Cancel paid invoices etc., and file in vendor files.
- 4.0 Distribute approved accounts payable cheques.
- 5.0 Reconcile Manitoba Textbook Bureau statement monthly and prepare journal entry for grant.
- 6.0 Assist the schools with the preparation of annual subscription, paper and supply orders.
- 7.0 Gather information and prepare schedules as directed by the Secretary-Treasurer.
- 8.0 Maintain historical files for accounts payable department.
- 9.0 Assume other job-related duties as authorized by senior administration.