

JOB DESCRIPTION

Benchmark Job #382

Ministry:	Finance and Corporate Relations	Working Title:	Accounts Payable Support Clerk
Branch:	Financial and Administrative Services	Level:	Range 7
Location:	Victoria	NOC Code:	1431

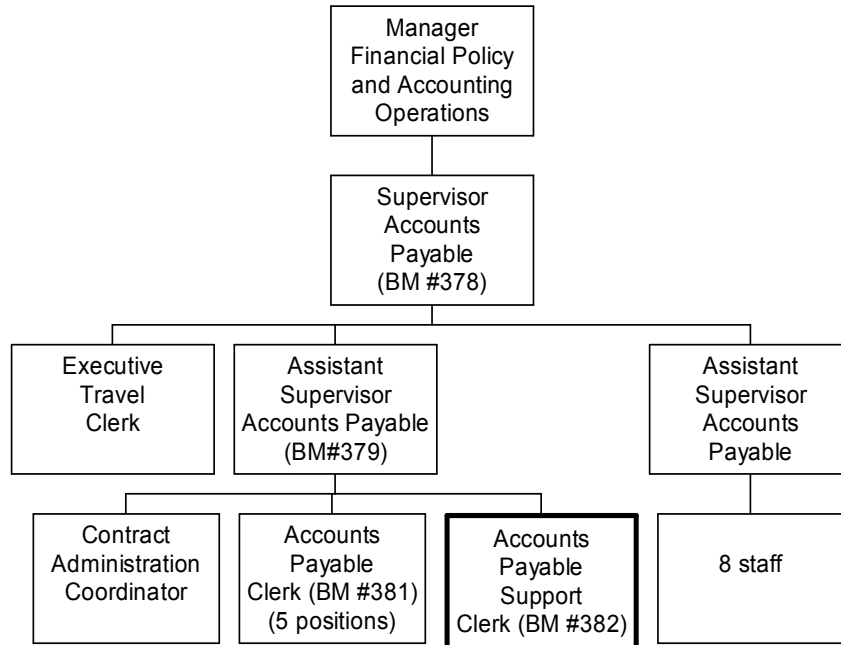
PRIMARY FUNCTION

To process and file accounts payable documents for the Ministry and Office of the Premier.

JOB DUTIES AND TASKS

1. Files all original accounts payable documents
 - a. batches, logs and files documents in accordance with Ministry procedures after confirming payment authority
 - b. creates new file folders
 - c. controls all files going in or out of the file room by monitoring timely return of records
 - d. searches and photocopies files pertaining to Freedom of Information requests
 - e. organizes file room to ensure adequate space for files
2. Processes original contracts
 - a. prepares file labels using ARCS and ORCS
 - b. verifies names and addresses on contract using Corporate Accounting Systems (CAS)
 - c. ensures contract amendments are initialled
 - d. files contracts
 - e. mails monthly contract reports to Executive
3. Reviews and enters airline invoice data for Ministers' offices and their Executive staff
 - a. checks airline invoices to ensure compliance with government policies and procedures and provides information to the Executive Travel Clerk on Ministers' travel
 - b. mails monthly reports to Executive
4. Prepares documents for off-site storage
 - a. acquires document control number from BC Archives & Records and assigns control number to off-site records boxes
 - b. generates reports from CAS listing all invoice batches for each entity, noting missing batches
 - c. pulls, verifies and boxes reported batches
 - d. verifies that all records are present and in compliance with ARCS and ORCS
 - e. generates invoice group summaries from CAS
 - f. compiles box lists, records location of boxes electronically, and ships boxes off-site
5. Performs other related duties
 - a. inputs names and addresses into CAS for requested supplier numbers and ensures compliance with Canada Post procedures
 - b. answers phones and responds to inquiries
 - c. photocopies and faxes documents
 - d. logs, initials, identifies and distributes cheques to Accounts Payable Clerks
 - e. functions as Enquiry BC contact for all public cheques
 - f. sorts, stamps and distributes mail twice daily and redirects inadequately addressed mail

ORGANIZATION CHART
Benchmark Job #382



REASON FOR CLASSIFICATION

Benchmark Job #382

Job Title: Accounts Payable Support Clerk

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Know a variety of job functions and how they relate to the Accounts Payable section to file and process accounts payable documents, perform data entry, generate reports from CAS and prepare documents for off-site storage in compliance with ARCS and ORCS.</p>	C	60
2	<p>MENTAL DEMANDS Judgement to recognize known differences and determine the priority of tasks to provide accounts payable support services, monitor return of records, review airline invoices, enter data and redirect inadequately addressed mail.</p>	C	60
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Tact required to exchange information related to public cheque inquiries as the Enquiry BC contact with employees, suppliers and the public.</p>	B	20
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to perform data entry and update accounts payable data with some speed to meet deadlines.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by specific procedures, using written instructions, changes the order of completion to meet immediate requests or demands in performing several functions to enter invoice data, batch, log and file documents and sort, stamp and distribute mail.</p>	B	30
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Some financial responsibility to check airline invoices for completeness and accuracy.</p>	C	15
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to provide administrative support to a large multiple user information system by updating, maintaining, storing and purging files using ARCS and ORCS.</p>	C	15

REASON FOR CLASSIFICATION

Benchmark Job #382

Job Title: Accounts Payable Support Clerk

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Limited responsibility for human resources to provide informal orientation to the workplace to new employees.	A	5
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Responsibility for own well-being and safety in a low risk environment.	A	5
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused sensory concentration to frequently visually focus on source documents or screen and enter data into computer databases.	C	12
11	PHYSICAL EFFORT Moderate physical effort to occasionally handle boxes of files of moderate weight.	C	12
12	SURROUNDINGS Exposure to occasional unpleasant dealings with upset suppliers and employees regarding cheque status.	A	2
13	HAZARDS Limited exposure to hazards from frequent keyboarding	B	4

Total Points: 255

Level: Range 7

JOB DESCRIPTION

Benchmark Job #381

Ministry: Finance and Corporate Relations
Branch: Financial Services & Administration
Location: Victoria

Working Title:
Level:
NOC Code:

Accounts Payable Clerk
Range 9
1431

PRIMARY FUNCTION

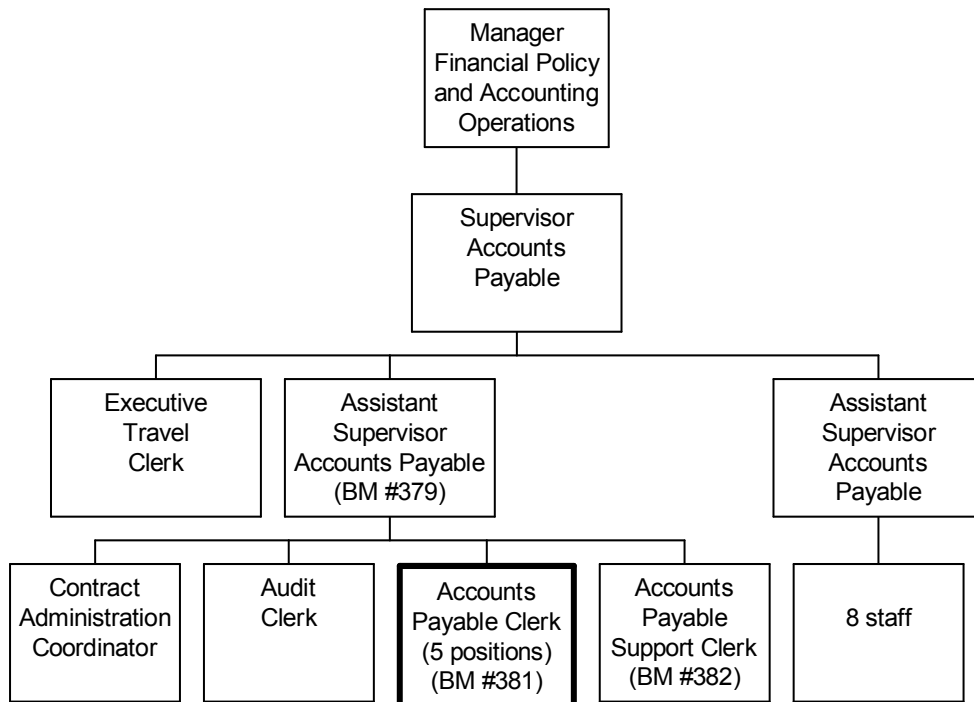
To prepare, calculate and process accounts payable transactions for the Ministry, Office of the Premier and multiple supported entities.

JOB DUTIES AND TASKS

1. Reviews a variety of accounts payable documents
 - a. ensures compliance with legislation, ministry and central agency policies and procedures; resolves routine transactions which are not in compliance
 - b. verifies that back up and source documents are accurate, complete and compliant
 - c. examines service contracts, expenditure payments, contribution agreements, invoices, relocation reimbursements, grants and contributions, petty cash, business travel claims, purchasing cards, etc to ensure payments are appropriate within the vote descriptions, program mandates, policies and procedures
 - d. verifies journal vouchers prepared by program staff and correct application of spending authority signature
 - e. confirms expenses are charged to correct responsibility centre, STOB, account and supplier code
 - f. verifies invoices have not been previously paid
 - g. certifies forms for payment
 - h. ensures year end transactions are properly recorded, accrued and reconciled
 - i. performs reconciliations to the Corporate Accounting System (CAS)
 - j. refers questionable transactions to Audit Clerks for formal instruction and resolution
2. Processes accounts payable transactions for the Ministry of Finance, central agencies and other Ministries
 - a. enters taxable payments, notifies payroll section on payment issues, enters information in CAS, ensuring that T4 and T4A information is properly captured
 - b. calculates foreign exchange, US withholding tax and interest due using rates provided
 - c. ensures accounts payable transactions are recorded and processed
 - d. resolves accounts payable processing problems
 - e. prepares journal vouchers
 - f. coordinates replacement process for government cheques
3. Provides information on document preparation and other accounts payable issues
 - a. provides information to program staff on cheque stop payments, replacements, account verification, use of Ministry financial system, contract items, journal vouchers and other payment issues
 - b. educates the branch contacts on invoice processing, contracts, amendments, business travel account, purchasing card, travel vouchers, petty cash, including providing an overview of accounts and the budget process
 - c. liaises with managers and directors and resolves payment discrepancies through discussions with branches
4. Performs other related duties
 - a. obtains and maintains detailed program funding, service contracts, leases and payment records
 - b. responds to telephone and email inquiries
 - c. assists with preparation of documents for off-site storage and future disposal

ORGANIZATION CHART

Benchmark Job #381



ORGANIZATION CHART

Benchmark Job #381

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Know a variety of accounts payable functions and understand how they relate to financial legislation, policies and procedures to process accounts payable transactions for a variety of accounts.</p>	D	100
2	<p>MENTAL DEMANDS Judgement to recognize known differences and determine the priority of tasks to identify and resolve routine payment discrepancies and verify compliance, perform calculations and process financial documents, correct coding and amounts, coordinate replacement process for government cheques and prepare and reconcile T4As.</p>	C	60
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Discretion required to exchange information needing an explanation with managers, directors, program staff and branch contacts to resolve routine accounts payable problems.</p>	C	30
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to use a computer with some speed requirement to meet accounts payable deadlines.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by specific procedures, selects a course of action to complete assignments using Financial Administration Act, Treasury Board Orders, previous instruction and past practice to process accounts payable and contribution agreements and resolve routine transactions not in compliance with legislation, regulations, policies and procedures.</p>	C	50
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Moderate financial responsibility to process accounts payable transactions and certify for payment.</p>	D	22.5
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to provide support to a large multiple user financial information system by entering data, downloading files and checking for accuracy and compliance.</p>	C	15

ORGANIZATION CHART

Benchmark Job #381

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to provide formal training to program staff on accounts payable policy and procedures.	B	9
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Responsibility for own well-being and safety in a low risk environment.	A	5
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused sensory concentration to frequently visually focus on source documents or screen to check transactions for compliance, reconcile reports, prepare journal vouchers and perform calculations.	C	12
11	PHYSICAL EFFORT Moderate physical effort required to frequently focus visual attention to computer screen and printed material to produce reports and update spreadsheets.	C	12
12	SURROUNDINGS Exposure to crowded office setting with background noise almost always.	B	4
13	HAZARDS Limited exposure to hazards from frequent keyboarding.	B	4

Total Points: 338.5

Level: Range 9

JOB DESCRIPTION

Benchmark Job #028

Ministry: Health
Branch: Finance (Payroll)
Location: Victoria

Working Title: **Payroll Clerk**
Level: Range 9
NOC Code: 1432

PRIMARY FUNCTION

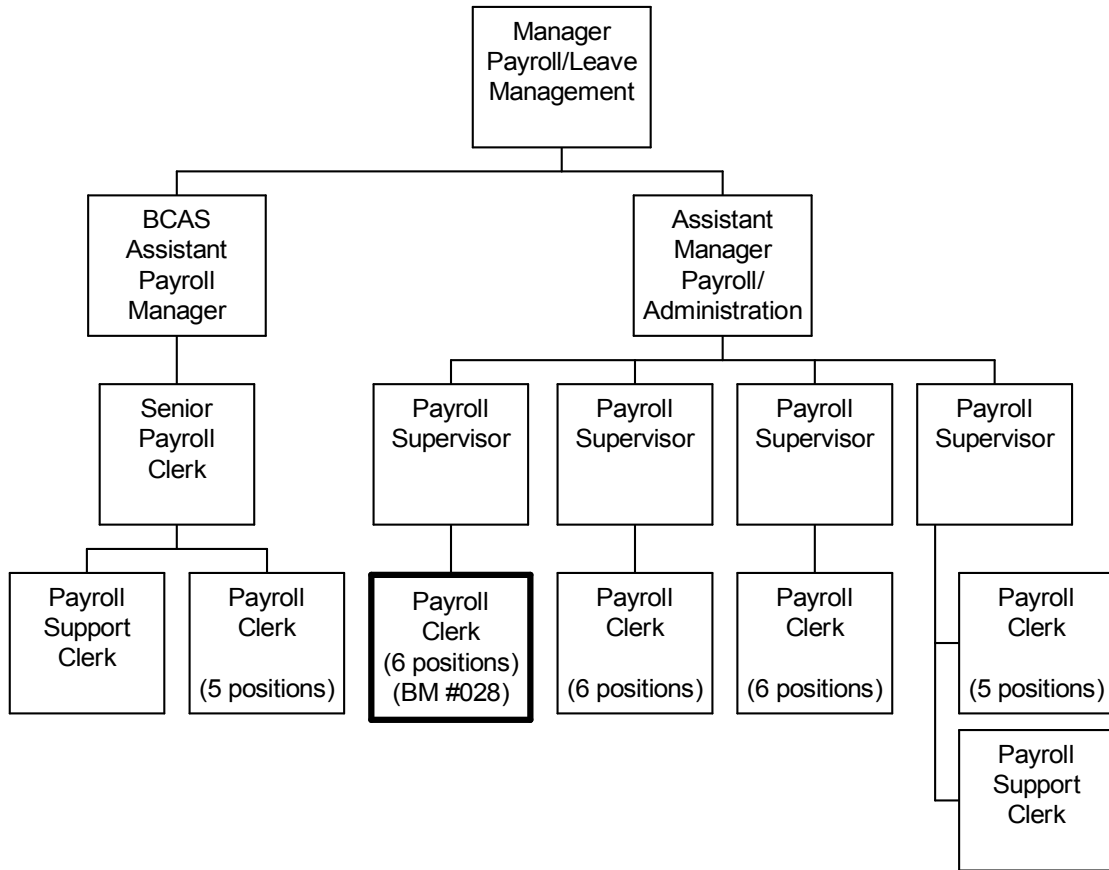
To organize, prepare, calculate and process payroll, deductions and leaves for a block of ministry employees on a bi-weekly pay system.

JOB DUTIES AND TASKS

1. Processes payroll and leave transactions for a block of ministry employees
 - a. completes, enters and files pay forms and time sheets either manually or electronically
 - b. performs detailed calculations of pay and leave entitlements; certifies forms for payment to employees in BCGEU, PEA, Nurses and Physicians
 - c. calculates deductions of CPP, UIC, taxes, superannuation, benefits, etc.
 - d. processes direct bank deposit applications and journal vouchers
 - e. selects and inputs codes and payroll and leave information and calculations into the Corporate Human Resource Information and Payroll System (CHIPS) that affect individual employees' deductions, leave banks and benefits
2. Maintains payroll and leave records
 - a. reads computer printouts, pay registers and microfiche to check figures and calculations for correctness or omissions
 - b. organizes own work to meet payroll cut-off dates and deadlines
 - c. prepares explanatory letters to employees to inform of overpayments, adjustments, and related pay actions
 - d. sets up, sorts, files, correlates and maintains records and files of pay and leave information for each employee
 - e. monitors hours for benefits and increments
3. Performs other related duties
 - a. explains payroll procedures, policies and entitlements to employees and discusses pay problems
 - b. explains options regarding benefits and leave entitlements to employees
 - c. operates computer, calculator, printer and other office equipment to calculate pay and leave entitlements, enter data and process forms
 - d. provides informal explanation on policies and procedures to new employees

ORGANIZATION CHART

Benchmark Job #028



ORGANIZATION CHART

Benchmark Job #028

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Know a variety of clerical functions and understand how they relate to central pay policies and other federal or provincial requirements to process payroll, leave and benefit documentation for ministry employees.</p>	D	100
2	<p>MENTAL DEMANDS Judgement to recognize known differences and determine the priority of tasks to calculate payroll benefits and deductions to meet pay deadlines, prepare leave records, obtain information to complete payroll and process direct bank deposit applications.</p>	C	60
3	<p>INTERPERSONAL COMMUNICATION SKILLS Discretion required to exchange information needing an explanation of payroll policies and procedures and pay problems with employees.</p>	C	30
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to operate calculator and computer to make pay calculations with some speed requirement to meet payroll deadlines.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by specific procedures, selects a course of action to complete assignments using past practice or previous instruction to process payroll, deductions and leave transactions for a block of ministry employees.</p>	C	50
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Moderate financial responsibility to process payroll by calculating pay, benefits and leave entitlements and certifying forms for payment.</p>	D	22.5
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Significant responsibility to control the coding and quality of data input into the Corporate Human Resource Information and Payroll System (CHIPS).</p>	D	22.5

ORGANIZATION CHART

Benchmark Job #028

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Limited responsibility for human resources to give informal guidance to new employees on policies and procedures.	A	5
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Responsibility for own well-being and safety in a low risk environment.	A	5
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused requirement to frequently balance payroll calculations and pay adjustments to meet cut-offs and deadlines.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently focus visual attention to view computer screens and printed material.	C	12
12	SURROUNDINGS Exposure to crowded office setting with background noise almost always.	B	4
13	HAZARDS Limited exposure to hazards from frequent keyboarding.	B	4

Total Points: 342

Level: Range 9

JOB DESCRIPTION

Benchmark Job #086

Ministry: Competition, Science and Enterprise
Branch: Liquor Distribution
Location: Vancouver

Working Title: Payroll Clerk - LDB
Level: Range 9
NOC Code: 1432

PRIMARY FUNCTION

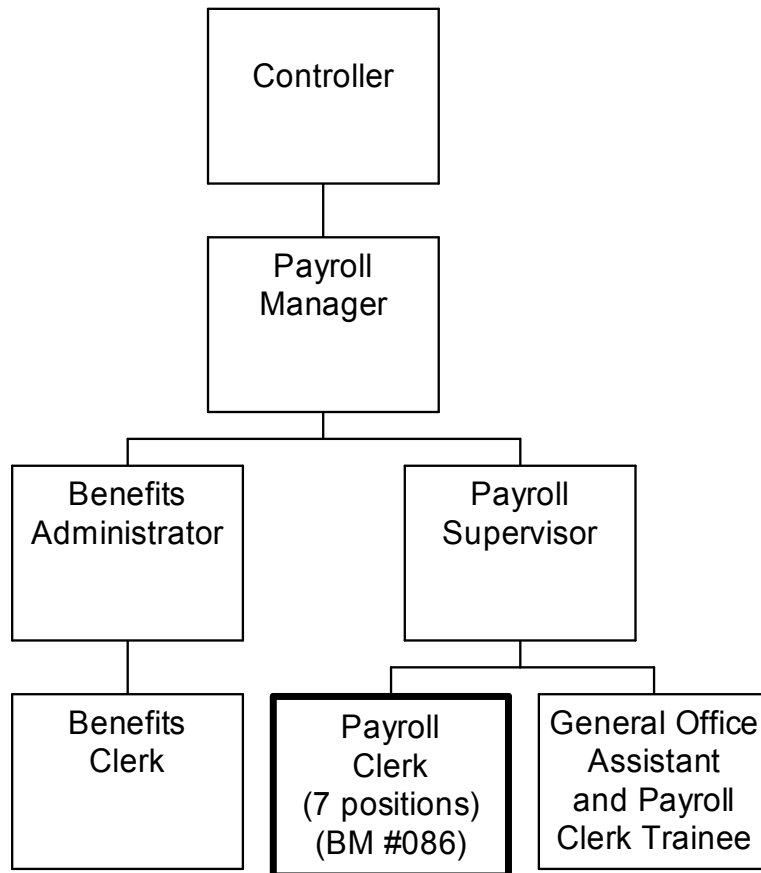
To organize, prepare, calculate and process payroll, deductions and leaves for a block of Branch employees on a bi-weekly pay system.

JOB DUTIES AND TASKS

1. Processes payroll and leave for a block of Branch employees
 - a. reviews and amends payroll information by querying the payroll system for approximately 750-800 time sheets per bi-weekly pay period and making corrections/additions considering such issues as applicable entitlements, for approval by the supervisor
 - b. performs detailed calculations of pay and leave entitlements, inputs adjustments for earnings and deductions and certifies forms for payment
 - c. organizes own work to meet cut-off dates and payroll deadlines
 - d. identifies payroll problems and takes action to correct or refers problems to the supervisor
 - e. issues manual cheques, as required, including calculating gross pay, deductions, benefits, net pay and crediting seniority hours
 - f. calculates and processes third party demands and garnishees
 - g. sets up and updates master file records of employees
 - h. reviews computer printouts, vouchers and pay registers for accuracy and completeness
 - i. sets up, sorts, files, correlates and maintains records of pay and leave information for Branch employees
2. Processes and maintains records of leaves and entitlements for employees
 - a. maintains and reconciles leave entitlements (including maternity leave) and balances and takes pay action in response to direction received from the Human Resources Branch
 - b. reconciles vacation and Compensatory Time Off (CTO) balances upon employee termination and notifies accounts receivable staff
 - c. verifies and processes payments to retiring employees in response to direction received from the Human Resources Branch
 - d. manually calculates and inputs First Aid and isolation allowances
 - e. calculates and recovers, through an adjustment to payroll, employee payments for payment of benefits while on leaves of absence
 - f. credits seniority hours for auxiliaries based on system generated totals
3. Performs other related duties
 - a. accesses reference material from storage or microfiche for own use or for other agencies such as Labour Relations and responds to enquiries from outside agencies such as ICBC, WCB, UIC
 - b. drafts routine correspondence
 - c. assists employees with completing applications and amendments for employee benefits
 - d. advises Banks to processes stop payment of cheques and calls-back direct pay deposits, when necessary
 - e. explains payroll procedures, policies and entitlements to employees
 - f. provides orientation to new payroll employees
 - g. enters payroll and leave data on computer

ORGANIZATION CHART

Benchmark Job #086



ORGANIZATION CHART

Benchmark Job #086

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Know a variety of payroll functions and understand how they relate to central pay policies and other federal or provincial requirements to process payroll, leave and benefit documentation of LDB employees.</p>	D	100
2	<p>MENTAL DEMANDS Judgement to recognize known differences and determine the priority of tasks to verify hours worked and calculate payroll and entitlements, set up and maintain payroll information related to retirements, terminations and maternity leaves and draft routine correspondence.</p>	C	60
3	<p>INTERPERSONAL COMMUNICATION SKILLS Discretion required to exchange information needing an explanation of payroll policies and procedures and pay problems with employees.</p>	C	30
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to use computer to enter payroll data and operate calculator to determine payroll adjustments with some speed to meet payroll deadlines.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by specific procedures, select course of action to complete assignments using past practice or previous instruction to process payroll, deductions and leave transactions for a block of Branch employees and process bank deposits, applications and vouchers.</p>	C	50
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Moderate financial responsibility to prepare, calculate and process payroll and certify forms for payment and process garnishees, third party demands and employee cash payment for benefits.</p>	D	22.5
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Significant responsibility to control the coding and quality of data input into the Payroll System.</p>	D	22.5

ORGANIZATION CHART

Benchmark Job #086

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Limited responsibility for human resources to provide informal orientation to the workplace to new employees.	A	5
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Responsibility for own well-being and safety in a low risk environment.	A	5
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused requirement to frequently prepare payroll calculations and adjustments to meet payroll cut-offs and deadlines.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently focus visual attention to view computer screens to prepare payroll.	C	12
12	SURROUNDINGS Exposure to regular unpleasant dealings with upset people regarding payroll matters.	B	4
13	HAZARDS Limited exposure to hazards from frequent keyboarding.	B	4

Total Points: 342

Level: Range 9