



University of Northern British Columbia

Posting #13-006CU



**Accounts Payable Officer
(Full-time, Regular)**

Duties:

Reporting to the Manager of Financial Services and Systems you will be responsible for the accurate and timely payment of all amounts due to vendors regarding invoices, cheque requisitions, travel and professional development claims. You will also be responsible for the timely remission of provincial and federal sales taxes. Other accounting duties will be performed as required, such as monthly distributions of procurement card purchases.

Qualifications:

The successful candidate will possess a one year Business Administration Certificate together with a minimum of two years of directly related work experience in a computerized accounting environment. An equivalent combination of education and experience will be considered. You are proficient in the word processing and spreadsheet software, (i.e. MS Word and Excel) and demonstrated accuracy in data entry is required. Comprehensive knowledge of provincial and federal sales taxes is essential. Excellent oral and written communication skills are required, as are well developed organizational skills and an ability to cope with high volumes of work. You have a demonstrated ability to communicate effectively, in person and over the telephone, with a wide variety of clients. Knowledge of the Banner system would be considered an asset.

Normal hours of work will be 8:30 am – 4:30 pm Monday through Friday.

Salary:

This position has been classified at a Grade 4. The annual salary range for this position is \$38,675.00 - \$39,876.20, and the normal starting salary will be \$38,675.00.

To Apply:

Internal applicants from CUPE Local 3799 will be given priority consideration.

Please forward your resume and proof of education quoting competition [#13-006CU](#) to:

Human Resources, University of Northern British Columbia,
3333 University Way, Prince George, BC, V2N 4Z9

Email submissions: HRecruit@unbc.ca
Inquiries: (250) 960-5521

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. The University of Northern British Columbia is committed to employment equity and encourages applications from women, aboriginal peoples, persons with disabilities and members of visible minorities.

We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.

Applications will be accepted before 4:30pm Wednesday February 20, 2013. Priority consideration will be given to internal applications received by February 7, 2013.