



POSITION TITLE:	Accounts Payable / Accounting Administrator
REVISION DATE:	May 25, 2026
REPORTS TO:	Finance Coordinator
POSITION SUMMARY:	Reporting to the Finance Coordinator, this position is responsible for recording and processing vendor invoices for payment and generating timely payments, managing vendor relationships, and assisting the finance team with accounting and budget-related activities.

TASK NO.	DESCRIPTION
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Position Descriptions are intended to provide an outline of the general areas of responsibility and duties associated with a given position. Position descriptions are not intended to capture the full breadth of tasks and/or assignments an employee may be directed to complete at any given time. The MEH reserves the sole and unfettered right to make changes to this position description, as required by the organization, without impact upon the employment relationship.

JOB DUTIES & RESPONSIBILITIES

1. Accounts Payable (75%)

- 1.1. **Purchase Order Invoices** - Process purchase order-based vendor invoices for issuance of payment. Work with departmental staff, as required, to complete processing.
- 1.2. **Non-Purchase order Invoices** - Process pre-approved recurring non-purchase order-based invoices.
- 1.3. **Vendor Payments** - Prepare cheques and electronic payments for signature; distribute vendor payments following approval.
- 1.4. **SAP Payables Training** - Train and support departmental staff in relation to procedures required for proper issuance of requisitions or purchase orders as it relates to SAP data entry and voicing.
- 1.5. **Accounts Payable Filing** - Maintain filing system in support of vendor payments, in accordance with internal records management standards and procedures.
- 1.6. **Vendor Inquiries** - Respond to vendor inquiries; investigate and resolve payment issues. Review statements and follow up on missing invoices and discrepancies.
- 1.7. **Vendor Compliance** - Ensure new and existing vendors are in compliance with Workers Compensation Insurance and Registry of Joint Stocks.
- 1.8. **Procurement Internal Control** - Conduct periodic internal control review to confirm compliance with internal procurement guidelines.

2. Internal Accounting (10%)

- 2.1. **Budget/Year End** - Assist with budget and year-end duties. Assists with the year end preparation work as requested including document preparation and SAP downloads.
- 2.2. **Budget Analysis** - Assist with preparing analysis, data entry and templates for the preparation of global budgets.
- 2.3. **Financial Analysis** - Carry out special projects including financial analysis as necessary, eg. internal audit tasks.
- 2.4. **Budget Reallocations** - Assists with ensuring any budget reallocations are recorded in SAP and/or data bases following the current budget policy.

3. External Accounting (10%)

- 3.1. **Funding Claim Preparation** - Assist with data entry in the funding claim preparation. Assist with the tracking of expenses to ensure claims are processed and correct funding is received.
- 3.2. **External Reporting** - Assist with data collection for regulatory returns for external entities including all other levels of government as they relate to budget/year-end information.

4. Other Duties (5%)

- 4.1. **Other Duties** - As assigned by coordinator, manager or director that may include financial analysis and special projects.

REQUIRED QUALIFICATIONS AND TRAINING

Education and Experience

- Completion of a two (2) year community college level certification or diploma in business administration with a focus on accounting. Bachelor of Commerce / Bachelor of Business Administration degree considered an asset.
- Minimum of two (2) years accounting related experience
- Equivalent combination of education and experience will be given consideration

Knowledge, Skills, Abilities

- Ability to use Microsoft Outlook, Word and Excel at an advanced level is required. Familiarity with SAP or related database systems is considered an asset.
- Must have excellent written and verbal communication skills and the ability to maintain absolute confidentiality.
- Excellent customer service and inter-personal skills.
- Must be a self-starter with excellent organizational and time management skills to meet the challenges of this extremely busy work environment

Working Environment

- This position qualifies for overtime pay.

I hereby certify, to the best of my knowledge, the information provided regarding this job description is complete and factual, and accurately describes the work performed.

<i>Employee's Signature</i>	<i>Employee's Name (print)</i>	<i>Date:</i>
<i>Supervisor's Signature</i>	<i>Supervisor's Name (print)</i>	<i>Date:</i>
<i>Director's Signature</i>	<i>Director's Name (print)</i>	<i>Date:</i>
<i>CAO's Signature</i>	<i>CAO's Name (print)</i>	<i>Date:</i>