

## **VANCOUVER ART GALLERY ASSOCIATION**

### **1 REGULAR FULL-TIME POSITION AVAILABLE**

### **ACCOUNTS PAYABLE ADMINISTRATOR**

The Vancouver Art Gallery Association is a non-for-profit organization with established budgets and strict governance over its operations. Finance department's prime objective is to safeguard the Gallery assets and to operate within its means with maximum efficiency. The Account Payable Administrator has a crucial role in this department to ensure the objective is met, thus he/she must demonstrate leadership in managing deadlines and expectations from both internal and external customers.

Reporting to the Associate Director/Chief Financial Officer, the Accounts Payable Administrator is responsible for the overall functioning of the accounts payable component. The primary mandate is to ensure timely and accurate imputing of suppliers invoices, staff expense reports, manage discrepancies between invoices and issued purchase orders and liaise with the accounting team to resolve internal and external customer issues in an effective and timely manner. The Accounts Payable Administrator will be responsible for vendor communications and payment as dictated by cash flow, terms and other requirements. As part of the accounting team the Accounts Payable Administrator supports the disbursements cycle of the Association.

General duties include:

- Ensure that invoices are processed only when; appropriate and completed documentation is provided; that the invoice is coded correctly; and approvals have been obtained in accordance with current Association policy. In all instances accounts payable entries are to have appropriate detail descriptions or references recorded into the payable system.
- Ensure that vendors and suppliers are paid based upon terms as agreed by the Association using one's discretion regarding the timing of payments as it impacts the cash flow ability of the organization.
- Process wire transfer payments as needed, ensuring the banking information is complete and accurate.
- Manage the use of purchase orders, ensuring they are used appropriately, monitoring their use, timing of receipt and reporting exceptions against policy. Ensure cheques are appropriately signed by the correct number of signatories, unless specifically requested, mail cheques to suppliers and file paid invoices and other supporting documentation by supplier.
- Communicate with our suppliers in an effort to manage all discrepancies between supplier invoices and the Association issued purchase orders.
- Respond to inquiries from external vendors and internal staff, promptly and professionally.
- Clear vendors credit balances as appropriate and with the appropriate level of communication and processes.
- Prepare monthly a reconciled aged payables listing. Provide explanation on any payable aged over 60 days and report on the action taken on suppliers with credit balances.
- Reconcile and prepare a trial balance for each of the general ledger balance sheet accounts that are related to Accounts Payable; as assigned by the Director of Finance.
- Assist the Chief Financial Officer with various ad hoc analyses relating to Accounts Payable as and when requested.
- Working within the approved budget ensure stationery, forms and office supplies are available to the organization's staff as needed at the best price and quality possible. Monitors the "top 50" items and renegotiate discounts with supplier as needed. Prepares a monthly report on expenditures against budget for the Chief Financial Officer.
- Provides monthly documentation (copy of invoices) to the Financial Accountant on Fixed Asset purchases, and interfund transfers.
- As appropriate ensures that the Association appropriately self-assesses for provincial sales tax and GST and tax deductions where appropriate.
- Ensure all journal entries are complete, accurate and fully supported and documented.

- Perform other related accounting functions during staff absences and peak periods as required.
- These duties and responsibilities outlined above are representative, but not all inclusive. Other related duties may be required.

QUALIFICATIONS:

- 3-5 years' experience in full cycle accounts payable and general accounting
- Knowledge of full cycle accounting towards operations
- Enrolled in CPA Program is an asset
- Experience using ERP systems, Great Plains in particular is beneficial
- Proficient with Microsoft Office Suite
- Excellent written and verbal communication skills as well as interpersonal skills
- Highly accurate, detail oriented and organized in a dynamic organization
- Highly adaptable to change management and work well under pressure

SALARY: Pay Grade 17 Step 1-5 \$22.16 to \$25.79 per hour

HOURS: 70 hours bi-weekly

Please mail or fax your resume to the Director of Human Resources by Friday, December 23, 2016. Vancouver Art Gallery, 750 Hornby Street, Vancouver, B.C. V6Z 2H7, Fax: (604) 682-1086, email [hr@vanartgallery.bc.ca](mailto:hr@vanartgallery.bc.ca)

*We thank all applicants for their interest; however, only those short-listed will be contacted.*