

JOB DESCRIPTION

POSITION:	ACCOUNTS PAYABLE VENDOR CONTROL SPECIALIST		
DEPARTMENT:	Finance	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	543571
HOURS OF WORK:	33.75	GRADE/CLASS:	0.11
SHIFT WORK REQ'D:	No		

DUTIES:

Reporting to the Manager of Accounting Services, this position will be responsible for centralizing the input of accounts payable (A/P) vendor information into the PeopleSoft Financials System and for enhancing the quality of vendor information through verification and external validation. Will verify the vendor information using independent sources where possible, before the information is input into the system; Validate that vendor additions and changes are supported by appropriate approval prior to input, and as required, work with operating department staff and managers to obtain proper management approval; Review information to ensure it is complete and proper support was received; Work with operating areas regarding vendor information to be input into PeopleSoft as necessary; Assist with training operating staff regarding the SharePoint form and the process regarding vendor information; Check for an existing vendor to reduce the possibility of creating a duplicate vendor; Input verified and properly approved vendor information into PeopleSoft; On an ongoing basis, run vendor queries/reports; Review and analyze vendor information to identify and properly resolve potential vendor issues such as possible duplicates, outdated information, etc.; Review and clean up of existing vendor information in the system including information consistency, completeness, etc.; Respond to inquiries from vendors and operating areas regarding vendor information; Maintain proper employee security access to Sharepoint forms, to include accounts payable clerks and also their supervisors and managers required to approve the form; Strategize and work to increase EFT usage by the city's vendors including EFT mailing campaigns, correspondence and other communication with vendors, the Purchasing area and operating departments. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma plus two (2) years of post-secondary education from a Community College in Accounting, Business or Finance or Ontario Ministry of Education equivalency;
- Must have over one (1) year of experience in a computerized accounts payable/vendor environment;
- Must have excellent interpersonal skills, initiative and will be capable of working without detailed direction or close supervision;
- Must have proven oral and written communication skills;
- Must be able to demonstrate excellent organizational, analytical and problem solving skills;
- Experience with the PeopleSoft Financial System would be considered a definite asset;
- Given that this job is a new position, a Physical Demands analysis will be completed with the incumbent after approximately six (6) months of occupying the position.

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.