



Position: Accounts Payable Clerk
Position Type: Regular Part Time – 21hrs/week
Location: Poirier Branch
Pay Grade: Excluded
Posting Date: April 7, 2025

Job Code: CPL2025-01
Hours of Work: Wednesday to Friday 9:00am – 4:30pm
Department: Administration
Pay Range: Annual \$30,000-36,000
Closing Date: Open until filled

About Coquitlam Public Library

Coquitlam Public Library creates joy in discovery by providing inviting, innovative spaces and services that promote learning and knowledge and engage all of Coquitlam's diverse communities. We are committed to inclusivity, team wellbeing and culture, partnerships and engagement, truth and reconciliation and leading into the future. The Library provides access to physical, online and mobile services from our two branches and the Library Link (our mobile library).

Position Overview

The Coquitlam Public Library is currently seeking a skilled Account Payable Clerk to join our exempt team. Reporting to the Senior Accountant, the primary focus of this role will be to process a large volume and variety of accounts payable and/or receivable, financial records and data. In addition, this position will also be responsible for a variety of AP related tasks, such as receiving, recording, balancing, and processing receipts and invoices, and providing general information and assistance to internal and external contacts concerning charges, accounts, services, and related matters.

The position is privy to sensitive and confidential information and is expected to exercise a high level of discretion and caution when completing assigned tasks.

Duties Include

- Processing the operation of accounts payable functions; matching and verifying invoices to purchase orders and coding, reviewing authorizing signature, forwarding invoices for payment authorization, batching and posting
- Reviewing weekly invoices; screening for online payments, electronic fund transfers, phone or cheques; updating accounting software (SAGE) for payment records; filing weekly batch reports
- Resolving problems or queries from departments or suppliers; providing information and assistance to internal and external contacts concerning accounts, charges, payment status, and related matters.
- Maintaining and reconciling employee corporate purchasing cards; creating expense reports for each card holder; posting transactions to account software (SAGE), reconciling credit card accounts, reviewing transactions for approvals, and making payments
- Ensuring that established policies, procedures, systems, and regulations are observed and maintained, and recommending changes as required
- Assisting in the year-end preparation of accrual entries, working papers, and audit reports

Conditions of Employment

Successful incumbent must complete a criminal record check prior to commencing work.

Requirements

- Sound knowledge of the principles, processes, procedures and practices of accounts payable processing
- Working knowledge of the methods and procedures in receiving, paying, reconciling, recording, and balancing accounts payable
- Working knowledge of clerical duties in accordance with established rules, regulations, policies and procedures
- Working knowledge of computer applications and other office equipment related to the work performed
- Ability to establish and maintain effective working relationships with coworkers and vendors
- Ability to analyze and provide information and assistance on work related matters
- Ability to process transactions in a timely and accurate manner with attention to detail
- Well-developed interpersonal skills required as this position works with various library staff and external service providers.
- Travel between all locations may be required.

What We Offer

In addition to an excellent compensation package, we provide a working environment that supports knowledge, innovation and fun. With a strong focus on safety, we strive to inspire learning and service to our diverse community.

If you have a proven commitment to providing exceptional customer service in a team environment, with a friendly, patient and outgoing personality, we are interested in meeting you.

To Apply

Please send an email to humanresources@coqlibrary.ca with your cover letter and resume attached in PDF format. The subject line must include the position name. No phone inquiries please. We thank all applicants in advance for their interest; however, only qualified candidates will be contacted for an interview.

Coquitlam Public Library is an inclusive employer. We encourage applications from all qualified candidates and will accommodate applicants' needs under the respective provincial human rights codes throughout all stages of the recruitment and selection process. Please email humanresources@coqlibrary.ca to discuss your accessibility needs.