



**Freedom to Belong and Discover**

**Internal and External**

Please send application to [recruit@hpl.ca](mailto:recruit@hpl.ca) on or before 11:59pm on date of application closing. Please quote job title, department or location, and position number.

<b>JOB TITLE:</b>	Accounts Payable and Procurement Clerk
<b>PAY BAND:</b>	Grade D – \$34.734 to \$40.864 hourly
<b>POSITION STATUS:</b>	Permanent, Full-Time
<b>VACANCY STATUS:</b>	New Position
<b>POSITION #:</b>	15909
<b>LOCATION:</b>	Business Office, Central Library
<b>START DATE:</b>	As soon as possible
<b>SCHEDULE:</b>	35 hours per week; up to two (2) nights per week; may include Saturday and Sunday rotation

**JOB SUMMARY:**

Reporting to the Director of Finance, the Accounts Payable/ Procurement Clerk will assist in the procurement and accounting operations of the Hamilton Public Library. The Accounts Payable/Procurement Clerk will work collaboratively with all departments to ensure accounting guidelines and procurement procedures are understood and followed accurately. This role will assist staff in procurement and accounts payable data recording and management while ensuring strong data integrity. The responsibilities include but are not limited to assisting with the accounts payable and procurement processes as well as cash custodian processes.

The Accounts Payable/Procurement Clerk is part of the HPL Business/Finance Team.

## JOB DUTIES:

- Responsible for recording, reviewing and assisting in the daily management of all procurement records, reviewing that all procurement requests have been recorded and submitted properly to the City of Hamilton for review
- Reconcile vendor balances and timely communication with all vendors.
- Reporting P-Card activity in a timely manner along with collaboratively working with any employees that require assistance.
- Liaise with the City of Hamilton related to any procurement matters such as requests for quotes, requests for proposals, purchase order requisitions and provide input on any related policy matters that affect the Hamilton Public Library.
- Assist in the procurement and accounts payable processes
- Administer the reporting of financial data as it relates to procurement to the Senior Leadership Team and other employees as required.
- Coordinate the collection and organization of all mandatory documentation required for RFQs and other procurement processes, ensuring that bids, insurance certificates, procurement forms and other document packages are complete and audit-ready
- Monitor and report out the performance of vendors, including providing detailed reconciliations when required
- Participate in cross-departmental teams and regularly act as the Finance lead on certain projects as requested by Departments
- Responsible for the preparation and timely submission of financial reporting data – monthly – quarterly – yearly- as it relates to procurement and accounts payable
- Assist as a backup for the cash custodian process at the Central branch
- Assist in undertaking various ad hoc and special projects as directed by the Senior Leadership Team.
- Ensures high accuracy and attention to detail ensuring strong data integrity
- Prepare calculations, journals and remittances that will assist with the completeness of the financial statements.
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- Follow processes and polices, ensure effective controls and manage client relationships related to the financial stability of HPL

## MINIMUM QUALIFICATIONS:

### **Educational Requirements:**

- Bachelor's degree or a community college diploma from an accredited college or university in a related field (i.e. Accounting, Business Administration, etc)
- Highly developed technical, organization and problem-solving skills
- Excellent knowledge of computer software applications, budget systems and emerging trends and related systems. Working knowledge of Word, Excel, PowerPoint, Outlook, other equivalent budgets systems and software.
- Ability to develop effective and cooperative working relationships with departments, peers and vendors.
- Excellent interpersonal and communication skills with the ability to deal diplomatically with all levels of management, staff and public.

### **Experience:**

- Minimum six (6) months experience in Procurement and Accounts Payable. Municipal procurement experience is an asset
- Experience in the finance/accounting section of a large unionized and highly diversified public or private sector section is an asset

### **Skills / Competencies:**

Demonstrates skill in communicating, presenting information, writing and active listening [COMMUNICATION]

Displays a strong commitment to service excellence, understands service objectives, recognizes diverse customer and work group needs and provides excellent customer service [CUSTOMER SERVICE FOCUS]

Analyzes and evaluates situations and issues, recognizes problems, anticipates consequences and develops and presents appropriate courses of action. [JUDGEMENT]

Displays a commitment to continuous learning in order to remain current with the library's policies and procedures, relevant legislation, trends, best practices, new technologies and related general and job- specific knowledge [KNOWLEDGE]

Effectively relates and engages others in the achievement of objectives and advocates for the role and mission of the library within the community and demonstrates team leadership, credibility, flexibility and good humour in a working environment characterized by change [LEADERSHIP]

Prioritizes activities and works effectively independently, as part of a team and leading others; sets and achieves or surpasses goals [RESULTS ORIENTATION]

Able to keyboard accurately and quickly at 40 wpm [RESULTS ORIENTATION / JOB-SPECIFIC COMPETENCY]

Knowledge of the principles of general management, business administration and procurement [JOB-SPECIFIC COMPETENCY]

Excellent knowledge of computer software applications, budget systems and emerging trends and related systems. Working knowledge of Word, Excel, PowerPoint, Outlook, other equivalent budgets systems and software. [JOB-SPECIFIC COMPETENCY]

**Physical Requirements:**

Physical ability and stamina to operate relevant equipment, to retrieve materials and to perform tasks involving the lifting and movement of library materials and equipment.

**Legislative Requirements:**

Works in accordance with all applicable Occupational Health and Safety, Employment Standards, Human Rights, Labour Relations and Pay Equity legislation and all other relevant legislation.

**Organizational Requirements:**

Adheres to policy and legislation identified in the Hamilton Public Library Policy and Procedures Manuals.

This position **does not** require the completion of an Experiential Learning Programming relevant to the role posted. All programming positions and above, including Librarian, require the YS ELP. All Librarian roles require the Librarian ELP.

HPL employees and users of HPL cloud-based applications are required to use Multi-Factor Authentication (MFA) as an essential measure to enhance the protection of HPL's technology assets. MFA augments technological security by requiring two steps for full authentication. Employees who do not have a Library-provided cellphone are expected to use their personal cellphone or internet connected device to satisfy the MFA requirement consistent with HPL policies and procedures.

Please be aware the selection process may involve any of interviews, test, and presentations or any combination thereof. Please note that Artificial Intelligence (AI) may be used during the initial screening and recruitment process to assess and/or select candidates for recruitment and selection.

Applicants who are successful for a position will have a maximum of 72 hours to accept or decline an offer, barring unforeseen circumstances to be evaluated on a case-by-case basis, from the date of offer (excluding Sunday and Statutory Holidays).

The Hamilton Public Library is an equal opportunity employer that is committed to inclusive, barrier free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation