



## The Ontario College of Family Physicians Job Description

**Job Title:** Accounts Payable Associate  
**Accountable to:** Finance and Business Manager

The Ontario College of Family Physicians is the voice of family medicine representing more than 10,000 family physicians providing patient care across communities throughout Ontario. Our mandate is to support members by providing evidence-based education and professional development, by promoting and recognizing leadership excellence in family medicine, and by advocating for the role family physicians play in delivering the highest quality care to patients and families across Ontario.

### Job Purpose

The Finance Division is focused on quality service to support the operations of the OCFP. Reporting to the Finance and Business Manager, the Accounts Payable Associate is responsible for the accounts payable functions of the OCFP financial processes. This is a permanent part-time position (three days a week) based at our office located at 400 University Avenue, Suite 2100, Toronto.

For more information regarding our organization please visit our website at [www.ocfp.on.ca](http://www.ocfp.on.ca).

### Duties and Responsibilities

#### Accounts Payable:

- Processes and coordinates all transactions for Account Payable (AP).
- Ensures that all invoices are approved according to established procedures.
- Ensure that all invoices are coded with the correct general ledger account code.
- Ensures recurring expenses and expenses required by contract or lease are paid on time and in accordance with agreed upon amounts, terms and conditions.
- Verifies and validates amounts charged on the invoices and expense reports received are correct for processing and aligned with OCFP policies and executed contracts.
- Prepares monthly credit card expense reports, works with credit card holder to obtain necessary support for each expense incurred and obtains credit card holders signoff on report.
- Resolves issues with vendors and responds to vendor inquiries.
- Assists and responds to staff inquiries related to A/P.
- Records all expenses and invoices in the accounting system.
- Prepares cheques in a timely manner.
- Ensures proper record retention of invoices and payments.
- Assists Finance Analyst in tracking budgeted expense
- Ensure compliance with Company policies and procedures including participation in on-going job related training.

**Other duties:**

- Acts as a back-up for accounts receivable, invoicing, cash management, investments and other finance department activities.
- Other duties as assigned by the Finance and Business Manager.

**Qualifications**

This position is vital to the effective functioning of the OCFP. The position demands exemplary work habits, including an excellent attendance record and high work ethics and discretion.

This is an entry level position, the ideal candidate will demonstrate

- 1-2 years accounting experience in a computerized office environment
- Diploma in accounting and related combination of degree/diploma and experience
- General accounting principles knowledge
- Ability to perform mathematical computations
- Attention to details
- Problem solving skills
- Strong organizational and interpersonal skills
- Ability to work well independently and as part of a team
- Good computer skills, especially for MS Excel & Word required, standard office equipment (personal computers, printers, fax machine and photocopiers)
- Knowledge of accounting software programs or experience using Sage, AccPac, Great Plain, etc.

**All qualified applicants are encouraged to submit their cover letter and resume to [ocfphr@cfpc.ca](mailto:ocfphr@cfpc.ca) by 4:00 pm on April 11, 2017.**