

Job Description

Job Title:	Accounts Payable & Inventory Assistant
Department:	Food Services
Reports To:	Financial Coordinator
Jobs Reporting:	N/A
Salary Grade:	4/5
Effective Date:	August 8, 2018

Primary Purpose

Responsible for data entry of food invoices in an Inventory Management Program, processing all other payable invoices, entering and managing the inventory database. Maintaining the item master for inventory accuracy.

Key Accountabilities

Inventory:

- With an extremely high degree of accuracy, enter vendor invoices and internal transfers into the inventory management system in a timely manner. Accuracy and timeliness are integral components of this position as terms of payment vary from immediate, to net 30 days. In addition, budget numbers for the department and units are dependent on accuracy and timeliness of entries. Approximate annual value of \$8,000,000.00
- Data entry of inventory numbers for costing on a scheduled basis for the units
- Preparation of food cost or inventory reports as required
- Maintain and update the item and vendor databases in a computerized inventory software. Includes regular price updates and vendor comparisons on non-contract items. Monitor controls established on existing contracts including price checks. Refer any pricing or contract discrepancies to the Executive Chef and Financial Officer

Financial

- Manage Franchise Royalty Fees, includes using sales data to calculate royalties owing and processing the payments to the appropriate franchise.
- Reconcile and process for payment all department Equipment Repair Invoices.
- Assist with other duties as required by the Financial Coordinator

Accounts Payable

- Prepare all payable invoices for signature and processing.
- Process and submit electronic transfers of invoices payable to Financial Services
- Verify statements from vendors to ensure all invoices are paid on time and correctly, and that all credits have been received and processed.

Other duties as assigned:

- Maintain vendor and invoice paper files for current and archive
- Assist unit managers and supervisors with software questions and training when required (Department Specific Software)
- Other Watcard reports as required by department
- In the absence of the Manager, Information & Systems provide assistance with the management of the POS Watcard Product Database including:

Job Description



- Scanning of new products into the POS Watcard Database as required
- Pricing updates in the POS Watcard Database as required

Required Qualifications

Education

- College diploma or equivalent experience in office and administrative environment

Experience

- Knowledge of accounts payable, general accounting, purchasing and inventory principles

Knowledge/Skills/Abilities

- Detail oriented, have the ability to take initiative, the ability to work independently and work well with others.
- Excellent communication (written and verbal), organizational and interpersonal skills are required.
- Must possess maturity, patience and good judgement in order to respond to the requests and questions from other department staff, University departments and external vendors.
- Proficient in Windows, Microsoft Excel, Outlook, the Internet and Email
- Prior experience in a food service or hospitality environment an asset

Nature and Scope

- **Contacts:** Internally communicates with members of the University community to deal with, influence and motivate others. Externally interacts with customers, suppliers, vendors. Demonstrate sound judgment with tact, professionalism and objectivity.
- **Level of Responsibility:** Coordinates specialized functions within the department and is responsible for the work within that area of responsibility to support operations.
- **Decision-Making Authority:** Expected to work independently and prioritize workload in order to meet deadlines. Seek out assistance when direction is required and when solving complex problems.
- **Physical and Sensory Demands:** Minimal demands primarily operating within an office environment. Occasional hands-on activities within a restaurant setting and requires minimal exertion of physical effort.
- **Working Environment:** Minimal exposure to disagreeable working conditions typical of working in an office environment. There may be periods of irregular and/or high volumes of workload.