

Supervisor, Accounts Payable/Procurement - 1561

Position Title

Supervisor, Accounts Payable/Procurement

Status of Position

Permanent Full Time



Position Description

Job posting closes: May 25, 2022 at 05:00pm (Yukon Standard Time)

An Eligibility List may be established from this competition – the duration of the eligibility list may be up to 12 months. The eligibility list may be used to fill future **permanent full-time, permanent part-time, temporary full-time, temporary part-time, term or casual** vacancies within the same department and classification based on the organizational needs by going to the next highest ranked candidate until the eligibility list expires.

This position is covered by a collective agreement between the City of Whitehorse and the Public Service Alliance of Canada/Yukon Employees Union.

The City wishes to thank all applicants for their interest but only those candidates selected to advance in the recruitment will be contacted. Note that only those candidates eligible to legally work in Canada will be considered.

Supervisor, Accounts Payable/Procurement

Job Code:160

Department: Financial Services

Job Summary:

The incumbent supervises City-wide procurement activities with a focus on ensuring adequate accounting treatment and controls are in place and compliance with relevant legislation, internal financial administration controls, policies and procedures.

Duties and Responsibilities:

1. Plan, organize, evaluate and supervise procurement and accounts payable activities to ensure accuracy, timeliness of information and compliance with governing legislation, internal financial administration controls, policies and procedures.
2. Provide leadership role and participate in procurement activities city-wide including the provision of training. Review, revise, evaluate and communicate procurement policies, procedures and contract law.
3. Provide status of financial condition by compiling and analyzing information; reconciling accounts; preparing journal entries; preparing reports and assisting with year-end preparation. Identify, analyze and recommend the appropriate accounting treatment to record expenses and/or potential liabilities.
4. Oversee, review, evaluate, implement and maintain accounting procedures and records in relation to procurement

- activities. Make recommendations for operational improvements and efficiencies.
5. Supervise and provide leadership in all human resource areas, including recruitment, training and performance management.
 6. Participate in complex contract termination, claims and dispute settlements.
 7. Respond to inquiries from the public, contractors and staff related to procurement activities.
 8. Develop, manage and maintain supplier relationships.
 9. Oversee and maintain City-wide signing authority and purchasing card activities.
 10. Oversee and maintain procurement ERP system software and inventory management records from a financial perspective.
 11. Ensure, so far as is reasonably practicable, that safety procedures and standards are followed by personnel throughout the department.
 12. Other related duties.

This position contains elements necessary for identification and evaluation of the job. The incumbent may be required to perform other related duties.

Position Requirements

Working Conditions:

Majority of the work is performed under normal office conditions.

Required Knowledge, Skill and Abilities:

- Degree in Business Administration with an emphasis in Accounting and Supply Chain Management.
- 5 years progressive accounting and procurement experience with a focus on contract law including 2 years at a supervisory level.
- 1 year on-the-job training.
- Proven skills working with computerized financial systems software.
- Excellent organizational skills, prioritizing and ability to multitask with minimal supervision.
- Excellent skills relating to communications, team building, human relations, research and problem solving.
- Proven written and oral communication skills.
- Ability to foster and maintain effective relationships among peers and/or stakeholders.

An equivalent combination of education, training and experience may be considered.

Examples of Equipment to Operate:

General office equipment with the ability to operate ERP software programs, spreadsheets, electronic mail, word processing, etc.

Other Details:

Covid-19 Note: The City of Whitehorse recently lifted requirements for all new hires be fully vaccinated from Covid-19 before their start date. The Covid-19 situation continues to evolve and the previous vaccination requirements for all current City employees and new hires may be re-instated, should the prevailing status change. The City of Whitehorse continues to follow the direction and recommendations from Yukon's Chief Medical Officer of Health (CMOH) and public health authorities.

Job seekers are required to create an online profile and submit their application electronically through the City's online Applicant system via www.whitehorse.ca/careers. Instructions on applications are provided at <https://www.whitehorse.ca/departments/human-resources/how-to-apply>. If you have any further questions regarding this posting, please contact the recruiter at HR@whitehorse.ca.

To apply for this position, you are required to submit your resume.

Various tests and/or exams may be administered as part of the recruiting process.

At the time this posting closes, candidates must have valid and current licenses/certifications/education that match the position requirements. Candidates who are selected to continue with the recruiting process will be required to provide proof of qualifications during their interview.

Employment Contract

YEU Local Y023

Range

\$43.71 -\$51.42 per hour

Hours Per Week

5 X 7 Hours

Guaranteed Minimum Hours

35

Start Date of Position

5/25/2022

Number of Hires Needed

1