

**ACCOUNTS PAYABLE CLERK (PERMANENT FULL-TIME)**  
**35.00 HOURS/WEEK - 12 MONTHS/YEAR**  
**EFFECTIVE DATE: IMMEDIATELY**  
**HOURLY RATE OF PAY: \$29.35 to \$31.30 PLUS A COMPETITIVE BENEFIT PACKAGE**

### About the Limestone District School Board

The Limestone District School Board (LDSB) is situated on the traditional territories of the Anishinaabek and Haudenosaunee. We acknowledge their enduring presence on this land, as well as the presence of Métis, Inuit, and other First Nations from across Turtle Island. We honour their cultures and celebrate their commitment to this land.

The LDSB is the region's only fully inclusive school board. Limestone schools serve more than 20,500 students in 55 schools and five alternative education centres covering a geographic area of 7,719 square kilometres across the City of Kingston, the Townships of Central Frontenac, North Frontenac, South Frontenac, Addington Highlands, Loyalist, Stone Mills, the Frontenac Islands and the Town of Greater Napanee.

### Position Summary

Reporting to the Assistant Manager of Financial Services, the Accounts Payable Clerk supports the financial services area in the processing of invoices; expense claims; vouchers; including : computerized vendor/account maintenance; calculating rebates and credits; reviewing outstanding purchase orders/encumbrances; account reconciliations; reviewing balances and transactions for completeness and accuracy; processing adjustments and entries.

This position prepares and processes account transactions in a manner that respects key department timelines while ensuring that all transactions are accurate and compliant with the Board policies, procedures and internal controls. This position also responds to queries from schools, departments and vendors concerning accounts issues.

### Qualifications & Required Skills

- Three or more years related work experience in a high volume fast paced accounts payable department, preferably with a medium to large public sector organization
- Completion of a one-year post-secondary certificate in business or accounting (or equivalent)
- Demonstrated understanding of accounting, expense and capital classification, chart of accounts; account coding; accruals and month and year end procedures, within a large and complex chart of accounts, and audit processes. Effective customer service and collaborative skills
- Ability to work successfully in a team environment and independently
- Strong commitment to ensuring deadlines are maintained and achieved
- Good understanding of accounting applications
- Demonstrated organizational, mathematical, analytical and problem solving skills
- Excellent attention to detail and keyboarding skills for keying large volumes of data
- Intermediate level of MS Excel, including but not limited to the use of formulas, sorting, filtering, reordering columns and formatting for report preparation
- Excellent written, verbal communication and interpersonal skills

- Knowledge of Government legislations, regulations and guidelines concerning, sales tax, expense processing and procurement
- Experience in interpreting, implementing administrative procedures and guidelines
- Demonstrated ability to maintain confidentiality
- Demonstrates experience and commitment to EDI (Equity, Diversity, and Inclusion)

### Summary of Duties and Responsibilities

- Process a high volume of invoices, credits, cheque requisitions, and employee expense claims in paper-based, electronic formats and electronic summary
- Responsible for verifying the accuracy and completeness of invoices, credits, cheque requisitions, and employee reimbursements
- Monitor payments for compliance with the Board's purchasing and expense policies, and vendor selection based on Board approved contracts and rates; report differences to the Assistant Manager of Financial Services
- Reconcile complex account transactions to purchase orders and contracts/agreements for established quantity and pricing arrangements
- Analyse, edit and format various electronic invoice summaries, using MS Excel, for upload into the financial system
- Ensure that all transactions include the proper general ledger account coding
- Respond to queries from schools, departments, staff; vendors and outside agencies to facilitate information sharing and problem resolution
- Prepare cheques, e-payments and associated reports on a weekly basis for review, approval and release by the Assistant Manager of Financial Services
- Responsible for obtaining maximum supplier discounts by ensuring the efficient processing of invoices as applicable
- Prepare financial reports in the financial system or MS Excel, that may include large volumes of data, for review and approval by the Assistant Manager of Financial Services, to support the accuracy and completeness of account transactions, reconciliations and adjustments
- Prepare and distribute written correspondence, internally and externally, relating to payments and account inquiries
- Perform duties as required for the audit process including the preparation of journal entries, reconciliations, accruals, and supporting documentation for month end, interim and year-end processing
- Process purchasing card and fuel card applications and related changes, be a resource for staff for resolving related issues, and maintain a database of users
- Sort, match and distribute purchase requisitions and purchase orders
- Process incoming mail by gathering, sorting and distributing for processing
- Identify improvements and efficiencies for the accounts payable process
- Assist the financial services area in processing payroll, procurement and accounting/deposit transactions, including data input; reconciliations and preparing entries on an as needed basis
- Other role-related projects and/or responsibilities, as required

### How to Apply

Interested applicants are asked to submit an application package that includes a **cover letter and resume** outlining how your qualifications, skills, and experience relate to the position, as well as **proof of qualifications**. Packages must be submitted by **12:00 p.m. on Monday, October 27, 2025** to [ApplyToEducation](#).

- **A cover letter detailing** how your experience would make you the ideal candidate for a permanent Accounts Payable Clerk.

- **Resume which clearly outlines** your qualifications as well as types of skills and experiences you have had working in this type of position.
- **Proof of a post-secondary certificate/diploma in** uploaded on your Supporting Documents page within your ApplyToEducation account

Internationally trained professionals/applicants with equivalent international experience are encouraged and invited to apply.

### **Commitment to Diversity and Inclusion**

Across LDSB, we are committed to removing systemic barriers not only in recruitment but in retention and promotion as well so that you can see yourself in Limestone. The LDSB is dedicated to promoting fair and equitable hiring practices that will move us forward in hiring staff who reflect the full diversity and lived experiences within the communities we serve.

We invite and welcome you, through your application/resume to self-identify as someone who has lived experiences, and who can bring valuable, diverse knowledge and perspective to our district and the students and communities we serve.

Accommodation will be provided to applicants to enable equitable participation in the recruitment process. Applicants can request accommodation at any time during the recruitment process.

Applicants who are transgender may provide records in a different name than their current legal name or name of common usage. This will not prejudice prospective applicants in any way, and such information will remain confidential.

The Kingston community promotes and supports the diversity that continues to grow within our communities. For more information about Kingston and/or the LDSB, including equitable recruitment, retention and promotion practices, please visit [limestone.on.ca](https://limestone.on.ca).

**See Yourself in Limestone**  
Where everyone achieves success and well-being.

