Position Information	
Title: Payment Clerk (CL3)	
Department: Manitoba Justice	Division/Branch: Corporate & Strategic Services Division

Purpose: This section describes the reason the position exists in two to three sentences.

Provide financial, clerical & administrative support to all branches within the Department of Justice. Payment clerk is the final step in the payment process once a transaction is posted a cheque will be issued to the vendor.

Key Responsibilities: This section describes three to seven of the most important responsibilities of the position.

- Clearly describe the duties and responsibilities of the position indicating the percentage of time spent on each.
- Ensure that all accounts comply with purchasing authorities and are within the guidelines established in the GMA.
- Post all payment requests. Request new vendor numbers when required ensuring we have a GST number for a business and a CRA check list for individuals.
- Upload Excel Spreadsheets for payments. Audit and post employee expense claims ensuring that proper authorizations are present, all amounts claimed are valid, meal & mileage rates are correct, original receipts are attached and claim is correctly coded.
- For all out-of-province travel the incumbent must ensure that there is proper out-of-province approval.
- Respond to inquiries from suppliers, Justice staff & other Government departments, and take action where necessary.
- Other duties as assigned (coding of invoices, filing, preparing reports for management etc.).

Essential Qualifications: This section specifies the education, certification, technical or specialized experience, knowledge and/or skills required to perform the duties of the position. Include no more than eight.

- Grade 12
- Computer skills including knowledge of Microsoft Office (i.e., Word, Excel, Outlook) and Word Accounting Course or previous experience with accounts payable.
- Written communication skills
- Verbal communication skills
- SAP (Financial Module) or an equivalent financial management software.
- Knowledge of the GMA and FAM.