

Base Service Spotlight: Base Comptroller - Accounts Payable



How many people work in the Accounts Payable team?

There are six members of the Accounts Payable team (three civilian and three CAF members).

What are the responsibilities of the Accounts Payable team?

Part of the Base Comptroller shop, the Accounts Payable team is responsible for processing local and national vendor invoices. Most invoices are for the Base Logistics (BLog) branch, Canadian Fleet Atlantic, Maritime Forces Atlantic, and lodger unit contracts within the Formation. In addition to paying invoices, the team remains well versed in required policy and procedures, ensuring invoices are paid promptly, accurately, and completely with a turnaround time of less than 30 days to varied vendors, to avoid unnecessary interest charges to clients' budgets.

How does the Accounts Payable team support CAF members and/or operations?

The Accounts Payable team processes payments for items that enable the Atlantic fleet to leave the jetties and conduct successful operations abroad, while enabling local Base and lodger unit operations to succeed. The team processes payments for a variety of items such as O-rings, lubricants, waveguides, computers, dive gear, vehicle and equipment rentals, repairs, cresting, and laundry services.

Although, the Accounts Payable team does not support CAF members directly (through salary, benefit, or claim payments), the team often provides training to new Financial Services Administrators to ensure they are fully prepared to process both domestic and international invoices for goods and services while deployed or while working on Base. As the needs of the Royal Canadian Navy have evolved over the last few years, the team has adapted by supporting Fleet staff in maintaining a strong and secure supply chain, ensuring contracted vendors are paid promptly and correctly.

Where is the Accounts Payable team located and how can I contact them?

The Accounts Payable section is located on the third floor of CFB Halifax headquarters (Stadacona, building S90) in room 334. The team can be contacted by email at: hfxaccountspayable@forces.gc.ca (monitored daily).

Are there any noteworthy achievements or interesting facts to share about the Accounts Payable team?

In the last calendar year, the Accounts Payable team was extremely busy, processing over 7,100 local and national invoices with a total value of over \$79 million.