

Accounts Payable Clerk

We are looking for an individual to join our team as an Accounts Payable Clerk. This position reports directly to the Office Manager. This new team member will perform accounting and clerical tasks related to the efficient maintenance and processing of accounts payable transactions. This is a fulltime position, Monday to Friday, 8am to 4:30pm. A full benefits package is offered after 3 month probationary period. We are looking for a team member immediately, but will accommodate for the right candidate.

Main Job Tasks and Responsibilities

- Review and verify invoices and cheque requests
- Sort, code and match invoices
- Set invoices up for payment
- Prepare and process electronic transfers and payments
- Prepare and perform cheque runs
- Reconcile accounts payable transactions
- Prepare analysis of accounts
- monitor accounts to ensure payments are up to date
- research and resolve invoice discrepancies and issues
- maintain vendor files
- correspond with vendors and respond to inquiries

Education and Experience

- High school degree
- Sage 100
- Computer skills and knowledge of Microsoft office software
- Knowledge of accounts payable and general accounting practices
- Knowledge of clerical and administrative procedures and systems such as filing and record keeping
- Knowledge of principles and practices of basic office management

Key Competencies

- Communication skills - written and verbal
- Planning and organizing
- Prioritizing
- Problem assessment and problem solving
- Information gathering and information monitoring
- Attention to detail and accuracy
- Flexibility
- Adaptability
- Teamwork
- Ability to work independently and with a team in a fast-paced and high volume environment with emphasis on accuracy and timeliness