

Job Title: ACCOUNTS PAYABLE CLERK

Reports to: Office Manager

Indirectly Reports to: none

Direct Reports: none

Indirect Reports: none

Classification: Hourly

Summary/Objective: The Accounts Payable Clerk is responsible for performing data entry and related duties in dispersing non-payroll accounts payable to individuals, suppliers, corporations, and other entities.

Main Responsibilities:

- Complete daily and monthly bookkeeping functions, including; accounts payable, credit cards, petty cash
- Prepare accounts payable invoices and handle payments in an organized and timely manner
- Receive and review invoices for accuracy, completeness, and compliance with company policies and procedures. Enter invoices into the accounting and purchasing system accurately and promptly
- Reconcile vendor statements and resolve any discrepancies or issues
- Perform internal credit card and petty cash reconciliation
- Complete monthly reconciliation of inventory and disperse inventory in the system based off of usage sheets
- Complete FSC and LEED paperwork when required
- Submit monthly US Sales tax returns
- Complete employee payroll
- Maintain organized and accurate records of invoices, payments and other financial transactions. Ensure documents are properly filed and archived for audit purposes.
- Complete mail runs on a weekly basis, or as needed
- Complete various other administrative tasks when required, such as; updating safety data sheets, printing documents and putting together new hire orientation packages, organizing monthly employee lunches, and other tasks as assigned.
- Identify opportunities to streamline accounts payable processes and improve efficiencies. Make recommendations for process enhancements and participate in implementation efforts
- Communicate and uphold company policies and procedures
- Maintain a high level of confidentiality at all times

Competencies:

- Excellent attention to detail and focus on accuracy

- Excellent prioritization, time-management, organization and multi-tasking skills
- Effective communication skills, both written and verbal
- Enthusiasm and willingness to learn
- Demonstrated ability to work independently and as part of a team

Requirements (education/certifications/licences/passport/clean drivers abstract):

- Post secondary education in accounting or finance
- Proven experience in accounts payable or a similar role
- Proficient with Microsoft Office software, particularly Excel
- Experience with Sage accounting software would be considered an asset
- Strong understanding of basic accounting principles and practices

Working Conditions: office environment

Travel Requirements: Travel is not associated with this position

Disclaimer: The duties and responsibilities described are not a comprehensive list. Additional tasks may be assigned from time to time or the scope of the job may change as necessitated by business needs.

Review Date: October 1, 2024