
JOB DESCRIPTION

ACCOUNTS PAYABLE ACCOUNTANT

The **Accounts Payable Accountant** fulfills certain key daily Accounts Payables processes, including invoice and payment processing, maintenance of the vendor master file and communications with internal and external stakeholders related to payment and account status. This role applies best practices to bring efficiency and effectiveness to AP processes while maintaining all necessary controls.

Key Areas of Responsibilities and Duties

- Perform daily tasks in Accounts Payable, including invoice and payment processing, employee expense reimbursement, vendor and internal queries and maintenance of the vendor master file.
- Manage the flow of information and volume of work to ensure timely, accurate and reliable input and execution of the AP function.
- Identify and anticipate company needs for information and ensure invoice processing supports those needs.
- Serve as the champion and knowledge area expert for AP and payment processing within the corporate office driving a high degree of efficiency and accuracy.
- Process general journal entries as they relate to the AP function including allocations and classifications.
- Perform ad hoc research and reporting using SAP and Accpac capabilities to support business decisions and provide sound context to data requests.
- Manage the payment process including, cheque creation and wire transfers, and proper review support, ensuring timely processing and adherence to internal control requirements.
- Provide ad hoc accounting analysis related to expenses, vendor trending and general expense research.
- Work on special projects from time to time

Educational background and Experience required:

- Minimum 2 years Accounts Payable experience in a company with revenues greater than \$50 million.
- Degree or diploma in Accounting.
- Proficiency with Microsoft Excel.
- Experience with financial accounting systems, familiarity with SAP and/or Accpac considered an asset.
- Strong attention to detail.
- Ability to multi-task, maintain confidentiality, show sound judgement, and be a team player.