



## **Job Posting**

### **Accounts Payable Specialist – Alliston**

Reporting to the Accounting Manager, the position is responsible for providing effective and efficient management of the organization's accounts payable processes and supplier relationship management. The role will also provide back up for Payroll and HRIS support as required.

Responsibilities include:

- Ensures timely and accurate processing of all supplier invoices through the Accounts Payable module
- Obtains, monitors and follows up on appropriate approval of all invoices and/or other outstanding items
- Performs/executes cheque runs and issues supplier payments to ensure supplier due dates are adhered to
- Collects, records and remits to payroll employee expense claim re-imbursements
- Performs timely reviews and reconciliations of supplier statements
- Conducts foreign currency transactions
- Performs various general ledger account reconciliations as needed
- Maintains and reviews accounts payable sub ledger reports
- Provides support for payroll and HRIS processes
- Provides back up Reception support as needed

#### **Education, Knowledge and Skills:**

- Minimum of 3 - 5 years of progressive and effective accounts payable experience
- Strong understanding of accounting principles, practices and processes.
- Proficiency with MS Excel and MS Word software and other MS Office applications, ability to learn payroll and MIS software.
- Experience with Ceridian Payroll processing
- Familiarity with Ceridian Dayforce system is a strong asset
- Creative problem solver
- Excellent interpersonal and communication skills.
- Ability to work efficiently and effectively under pressure with simultaneous deadlines.
- Detail oriented and excellent multi-tasking skills.
- Ability to maintain confidentiality of pertinent data.

***Start Date: October 2017***