



As the Accounts Payable Clerk, you will be responsible for the full accounts payable cycle within Moose Knuckles. Playing an active role in maintaining the daily on-going A/P files, verifying invoices, and communicating effectively with many departments.

Some of What You'll Do:

- Receive invoices; 3way match purchase orders to invoice to be completed for payment.
- Maintain accounting ledgers by verifying and posting account transactions
- Ensure proper coding and allocation of expenses
- Support in general accounts payable tasks, i.e. general mailbox and SDI portal daily monitoring
- Collaborate weekly with every department, on budget vs. spend check
- Assist with month and year end closing, including providing supporting documents for audits

Some of What You'll Need:

- Minimum 2 years' experience in an Accounts Payable role
- Excellent knowledge of basic accounting concepts
- Proficient English mandatory
- Strong attention to detail
- Good Excel knowledge

Some of Who You Are:

- Excellent interpersonal, oral, and written communication skills
- Excellent organizational and time management
- Ability to work independently and as part of a team
- Strong ability to prioritize and respect deadline