



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

Some of What You'll Do:

- Responsible for the full accounts payable cycle
- Review and process vendor invoices with accuracy. Ensuring proper coding, documentation, approval and PO compliance. Ensure proper allocations of expenses
- Process inter-company transactions
- Ensure timely payments to vendors. Prioritize payment of invoices for cash discounts and payment terms
- Maintain a daily on-going file of payables invoices sorted by vendor
- Reconcile vendor statements. Identify, research and resolve vendor account discrepancies
- Validate and process expense reports ensuring company policies are observed
- Establish and maintain good relations with suppliers
- Responsible for the account payable general mailbox. Reply to emails on a daily
- Return incorrect invoices to vendors for corrections. Forward invoices not properly matched to pertinent company personnel for follow up & approval
- Support Year-end preparation of audit file
- Support accounts payable supervisor
- Reconcile credit card statements

Some of What You'll Need:

- Minimum 2 years' experience in an Accounts Payable role
- Excellent knowledge of basic accounting concepts
- Professional English and conversation French skills, Italian an asset
- Strong attention to detail
- Good Excel knowledge with the ability to create pivot tables, insert formulas and do VLookups

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