



Accounts Payable Specialist

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We are seeking a full-time Accounts Payable Specialist. The Accounts Payable Specialist is responsible for processing invoices, expense vouchers, and cheque requests. The incumbent will also complete assigned General Ledger (GL) account reconciliations.

Responsibilities include:

- Process invoices, expense vouchers, cheque requests and print cheques on a weekly basis
- Perform monthly reconciliations on assigned general ledger accounts, and reconcile the accounts payable sub-ledger to the GL
- Respond to accounts payable enquires from vendors/suppliers and staff
- Maintain accounts payable files
- Assist with the annual audit
- Other duties as assigned by the Associate Director, Finance

Qualifications:

- 3-5 years accounts payable experience
- Post-secondary education in accounting or related discipline
- Strong communication skills both written and verbal
- Excellent organizational skills with attention to detail
- Proactive, enthusiastic, self-starter
- Proficient in the use of Microsoft Office (specifically Word and Excel)
- Sound judgment, tact, discretion, diplomacy and professionalism
- Proven ability to prioritize workload effectively and meet deadlines
- Ability to manage competing priorities
- Ability to work independently as well as part of a team
- Knowledge of iMIS database and Microsoft Dynamics (Great Plains) accounting software are assets

To Apply:

Interested qualified applicants should e-mail their cover letter and resume to resumes@advocis.ca no later than Friday May 10, 2019.

We are committed to inclusive and accessible employment practices. Please advise human resources when contacted, if you require any accommodation measures to fully participate in our application or hiring processes. Information received relating to accommodation measures will be addressed confidentially.