



## JOB DESCRIPTION | ACCOUNTS PAYABLE ACCOUNTANT

### Job summary

This position is responsible for the accounts payable function of the Finance and Administration department. Reporting to the CFO, the Accounts Payable Accountant handles all aspects of the company's payable cycle. The Accounts Payable Accountant will also be the primary vendor contact for invoicing and payment enquiries.

### Key responsibilities

- Accurate and timely processing of accounts payable invoices and payments
- Payment of subcontractors and suppliers in accordance with agreed terms
- Organized, logical and timely filing of accounts payable documentation
- Timely response to internal and vendor inquiries
- Raises appropriate subcontractor and supplier issues with CFO in timely manner
- Engagement with vendors is characterized by respect and integrity

### General duties by function

#### Accounts Payable

- Calculate, prepare and issue documents related to accounts payable, such as vendors bills and invoices, internal project invoices, WIP reports, account statements and other financial reports using accounting system
- Verify and reconcile transactions for accounts payable, invoices, payment requisitions, and vendor statements
- Request copies of outstanding accounts payable invoices based on review of vendor statements
- Ensure Superintendent and Project Manager approval of accounts payable invoices and costing prior to accounts payable batch posting
- Prepare and issue payments for vendors on a monthly basis
- Report accounts payable pending invoice list to superintendents and project managers on weekly basis
- Complete financial filing of accounts payable invoices
- Respond to vendor inquiries by email and telephone
- Preparation of subcontractor holdback reconciliations

#### Operations Support

- Provide information on vendor billings and payments
- Compare subcontractor billings to subcontracts to ensure payments do not exceed subcontract values
- Record contract and subcontractor insurance certificates and reports on contract and subcontractor compliance

#### Administration

- Process credit applications and credit card payments for suppliers

- Archive accounts payable invoices after fiscal year end close
- Purge accounts payable files no longer required to be retained for Canada Revenue Agency
- Other analyses and reconciliations as required by CFO

## Qualifications

### Education & Experience Requirements

- Professional Accounting Certificate from a recognized institution preferred, with a minimum of 3 years of experience in Accounts Payable, preferably in construction
- Proficiency with Microsoft applications such as Word and Excel required
- Experience with Sage 300 CRE software is preferred

### Qualifications

- Demonstrates a high degree of accuracy and attention to detail
- Must be able to multi-task and deal with varying workloads
- Demonstrate excellent verbal and written communication skills
- Must have a methodical work style, with the ability to manage varying deadlines
- Works well in a structured environment with set procedures