



## JOB DESCRIPTION

### ACCOUNTS PAYABLE ANALYST

#### **OBJECTIVE**

Reporting to the Controller, this role is primarily responsible for assisting the Accounting Department in all functions related directly to Accounts Payable. The A/P Analyst will be responsible for full cycle coding and cheques, in addition to payments.

#### **QUALIFICATIONS**

- College diploma or university degree in Accounting or Finance
- 3-5 years of experience in Accounts Payable
- Strong level of attention to detail and knowledge of Accounts Payable best practices, concepts and policies and procedures
- Proficient in MS Office and accounting related software
- Strong organizational, analytical and problem-solving skills
- Excellent time management skills and the ability to multi-task and meet deadlines
- Excellent communication skills (verbal and written)

#### **PRINCIPAL RESPONSIBILITIES**

1. Receive and verify invoices and purchase orders, 3-way matching of purchase orders, receiving slips and invoices.
2. Enter invoices for payment into internal Enterprise Resource System.
3. Process and prepare payments for all vendors.
4. Assist and ensure accuracy of monthly close of Accounts Payable.
5. Processing high-volume of logistics invoices, involves working with internal departments as well as third party carriers to resolve discrepancies.
6. Reconciling of vendor statements to internal statements.
7. Analysis and investigation of variances of expense accounts to budget amount, historical costs.
8. Work with finance team to improve accounts payable processes and procedures., i.e. implementing wire transfers and EFT payments.
9. Other duties as required by the Controller.