

## Accounts Payable Coordinator

Claybrooke, a leading retail support company, is seeking an Accounts Payable Coordinator for our head office in Oakville. The position is responsible for processing and coordinating accounts payable transactions, account reconciliation, accurate and timely reporting and analysis.

Duties include but are not limited to:

- Processing and coordinating all accounts payable transactions including vendor invoices, vendor cheques and expense reports, ensuring accurate account coding, and various account analyses
- Ensuring appropriate approvals are received for invoices prior to system entry
- Reconciling vendor accounts and addressing vendor inquiries including credit applications
- Reconciling corporate credit card statements with expense reports
- Matching and verifying accuracy of invoices with purchase orders
- Allocating costs to work orders
- Maintenance of Accounts Payable filing and storage
- Recommending continuous process improvements and efficiencies
- Special projects as assigned

Preference will be given to candidates that best meet the following qualifications:

- Post secondary education in an accounting program
- Understanding of GAAP
- Knowledge of Accpac accounting software.
- Working knowledge in MS Office (Excel, Word, Microsoft Access would be an asset)
- Willingness to learn new IT applications.
- Ability to multitask and maintain an organized and effective personal work environment
- Self starter, able to work with minimal supervision, detail oriented with problem solving skills
- Ability to communicate effectively with all levels of the organization
- Positive customer service approach in all stakeholder dealings

Please forward your cover letter, resume, and salary expectations via email to [hr2@claybrooke.ca](mailto:hr2@claybrooke.ca). We thank all applicants for their interest but only those selected for interviews will be contacted. No phone calls please.