

Growing company looking for a professional **Accounts Payable Clerk** to join our team!

Job Type: Full-time

Salary: excellent salary and benefit package available, TBD.

Language Requirement: Bi-lingual

Role and Responsibilities:

As an **Accounts Payable Clerk**, you will be responsible for providing financial, administrative and clerical services. This includes processing and monitoring payments and expenditures. Providing these services in an effective and efficient manner will ensure that vendors and suppliers are paid within established time limits. **Some of your** daily work consists of accepting and editing purchase requests from various departments, corresponding with suppliers for quotations, preparing purchase orders and performing buying duties and price comparisons. You will work under the supervision of the Office Manager and Owner, as part of a team responsible of completing the following daily tasks:

- All payments / approvals for all suppliers.
- To answer and transfer incoming phone calls.
- Collaborate with other office members to ensure all duties are fulfilled.
- Become familiar with common mechanic / trucking terms.
- Write professional letters, and emails as requested.
- Ship and receive packages as required using Purolator online or local courier service as required and as requested.
- Scan, photocopy and fax papers when required and as requested.
- Setup files and folders and maintain an organized filing system for completed work and on-going work (computer and filing cabinets).

Successful candidates will have strong:

- Computer Skills (Microsoft Office, Jonas Accounting Software)
- Customer Service Skills
- Attention to detail.
- Have a good working knowledge with account payables and account reconciliation.

If you feel you are the right person for this position, please send your application in confidence to Bill Woods, HR Manager : bill@jdbrule.com