



Accounts Payable Administrator

Edmonton, AB, Canada

Department: Adm-Finance

Division: N/A

Job Summary

The Accounts Payable Administrator provides financial, administrative, and clerical support to the Finance department. The main focus of this role is the accurate processing of Accounts Payable invoices on a daily basis. Additional Accounts Payable duties include ensuring accuracy and efficiency of operations and the processing and monitoring of outgoing payments. The Accounts Payable Administrator is also responsible for providing general support to the Senior Accountant in functions related to the general ledger.

Responsibilities

- Create and maintain vendor accounts
- Process purchase order invoices
- Process service (non-PO) invoices
- Process miscellaneous payables (e.g., refunds to customers, employee reimbursements)
- Process AMEX & Visa credit card transactions
- Investigations (e.g. investigate discrepancies)
- Monitor accounts payable general inbox (e.g. vendor inquiries)
- Setup EFT & cheque payment runs
- Emailing payment remittances
- Electronic filing of accounts payable documents (e.g., invoices, credit card receipts)
- Intercompany purchase reconciliation
- Create advanced Excel reports as required to improve efficiency within the accounting and other departments
- Ad hoc reporting as required
- Preparation and participation in year-end financial audit
- May be required to act as back up for Accounts Receivable Administrator
- Other related duties as required

Required Skills

- Exceptional attention to detail, data must be accurate and complete prior to invoicing
- The administrative aspect of this role means that you must be highly efficient and organized. You ensure nothing “slips through the cracks”, you understand how to prioritize, and you can work independently.
- Demonstrated understanding of basic accounting principles
- Ability to calculate, post, and manage accounting figures and financial records.
- Accurate data entry skills along with a knack for numbers.
- Able to work in MS Office Suite at an intermediate level.
- Coachable: good listening skills, asks questions, open to learning new ways of doing things, able to take directions, comfortable providing input on improvements
- Promote an exceptional working environment through open communication, collaboration, and respect for all staff members
- Able to maintain confidentiality

Preferred Qualifications

- TBD

Required Education and Experience

- A two-year related post-secondary diploma (Accounting focus preferred, Business Admin, Finance, etc. may be considered).
- Minimum of two years of related experience.
- Experience in a similar accounts payable role would be an asset.
- An equivalent combination of education and experience may be considered.

Work environment

- This is an office environment where 90% or more of the time will be spent on a personal computer assisting internal and external customers via multiple communication systems.

Physical requirements

- Must be able to lift objects up to 50 lbs, walk up and down stairs, and sit or stand for extended periods of time.

The above statements describe the general nature and level of work being performed in this job function. This is not intended to be an exhaustive list of all duties. Additional responsibilities may be assigned.

Last Updated

June 16, 2021