



ACCOUNTS PAYABLE CLERK

SUMMARY

An **Accounts Payable Clerk at Lopes** is responsible for maintaining records of financial transactions and to assist the financial controller with comprehensive data entry and analysis.

DUTIES AND RESPONSIBILITIES

- Processing of vendor invoices; matching purchasing receipts to invoices and entering data within the accounting software.
- Review information on supplier invoices and follow-up on any discrepancies with the suppliers and/or the Purchasing Department.
- Issue cheques
- Match cheque runs and electronic fund transfers.
- Maintain filing for paid and unpaid invoices, purchase orders, etc.
- Answer vendor enquiries.
- Work with different departments to ensure all invoices, purchase orders, etc. are accounted for.
- Record monthly transaction for multiple credit cards
- Provide the necessary support at the end of the month and at the end of the year
- Answering and transferring incoming calls
- Welcoming office's visitors
- Perform additional assignments and responsibilities as assumed or requested the Financial Department.

REQUIRED QUALIFICATIONS

- 2+ years practical experience in accounts payable
- Post-secondary education in Accounting or Business is an asset
- Experience working with accounting software (I.e. Simply Accounting)
- Comfort with using web-based browsers (Internet Explorer, Chrome, Firefox) and applications such as Google.
- Proficiency with a variety of software applications such as email, word processing, spreadsheets, database, including advanced Microsoft Excel skills.

- Excellent customer service and communications (oral and written) skills with a high degree of diplomacy, tact and ability to maintain confidentiality.
 - Excellent organizational and communication skills
 - Excellent interpersonal skills with the ability to function as a member of a cross-functional, self-directed team working both independently and interdependently.
 - Highly motivated, detail oriented and proactive with the ability to manage a heavy workload professionally and efficiently in a deadline-oriented environment.
 - Ability to perform multiple tasks, prioritize and solve problems
 - Thoroughness and rigorous
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Please note that applicants must be legally entitled to work in Canada.

Lopes is committed to the principle of equity in employment. Accommodation will be provided throughout the hiring process, as required. Applicants must make their needs known in advance.

We thank all applicants for their interest, however, only those selected for further consideration will be contacted.