



**Job Title:** Accounts Payable Coordinator

**Division:** Finance

**Department:** Finance

**Responsible To:** Controller

### **Role Summary**

The Accounts Payable Coordinator is responsible for disbursing accounts payable to individuals, suppliers, corporations, and other entities. This includes maintaining ledgers, credit balances and resolving account irregularities. This position will also ensure the timely and accurate processing of payment documents such as purchase orders, expense reports, earnings and any other accounting transactions related to accounts payable.

### **Responsibilities**

- Issue ad hoc, monthly, quarterly, and annual reports
- Collaborate with the Controller to maintain collection goals and general accounts payable performance levels
- Obtain approval for disbursements and ensure that expenditures do not exceed available cash
- Prepare and fill out payments to third parties in various forms of payment
- Audit purchase requests for materials, supplies, equipment and other collateral
- Verify orders and invoices are charged to the proper accounts
- Post and reconcile company payments to general ledgers
- Review bills to the company for potential errors and discrepancies
- Investigate and resolve billing discrepancies or misapplied cash transactions
- Post accounts payable data to profit/loss reports, balance sheets and income statements
- Review all credit balances and refunds, and apply adjustments to corporate billing records
- Ensure the strict confidentiality and privacy of financial records as they relate to the organization and its business partners
- Form payment strategies to make timely payments and mitigate supplier objections
- Investigate payment concerns while following corporate policies and procedures
- Compliance with all safety regulations of assigned tasks, and ensure a clean and safe working environment with active participation in the health and safety program
- Adhere to all environmental policies and programs as required
- Other duties as assigned

### **Competencies**

- Business acumen and positive mindset
- Communication/logistics management
- Organizational effectiveness
- Results oriented relationship builder
- Independent but collaborative when necessary

### **Characteristics**

- High energy, passionate and resilient



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- Game changer/high impact team player/unfazed by change or adversity
- Humble and good sense of humour
- Executive maturity, professionalism and presence
- Smart, courageous, leader

**Requirements**

- Post-secondary degree, diploma or certificate in Office Administration or Accounting
- 5 years related work experience required, experience in hospitality a definite asset
- Proficiency with point of sale and general ledger systems
- Must be computer literate. Preferred candidate will have previous experience with accounting software, Microsoft Word and Excel
- Ability to recognize, research and resolve discrepancies in financial data
- Must possess excellent customer service skills
- Strong verbal and written communication skills
- Detail-oriented and works with a high degree of accuracy
- Ability to multi-task in a fast-paced environment
- Must be extremely responsible with integrity and ability to maintain confidentiality and discretion

**Working Conditions**

- Must be able to work flexible hours including evenings, weekends and holidays
- Required to move, lift, carry, pull and place objects weighing less than or equal to 25 pounds without assistance
- Stand, sit or walk for an extended period or for an entire shift
- Reach overhead and below the knees, including bending, twisting and pulling

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