

Accounts Payable

Collicutt Energy Services Corp, a leader in the power generation and natural gas industry, is currently seeking someone to join the Head Office Accounting team in the Accounts Payable role. We are looking for someone who is ready for the opportunity to grow with the company and challenge themselves.

The position requires:

- Enter/reconcile invoices, credit card statements and personal expenses into SAP in accordance to financial policies and procedures
- Perform day to day management of all payment cycle activities and provide efficient client service
- Ensure correct approval, sorting, coding and matching of invoices/receipts
- Process cheque runs for Canadian and US branches; weekly and monthly occurrence
- Reconcile vendor statements and request missing invoices
- Set up new vendors
- Open, disburse and send outgoing mail
- Process manual cheques and Cheque Requests as needed
- Accounts payable resource for inquiries and information
- Liaise with internal and external clients
- General accounting support for Canada and the US operations
- Update and maintain various spreadsheets and databases
- Provide recommendations and assistance to the VP of Finance to existing operations, systems and procedures for continuous payment improvement
- Answer payment inquiries
- Maintain intercompany accounts for accounts payable (105 & 106)
- Provide support to the Accountant and VP Finance where needed
- Backup reception coverage
- Other duties as required

The successful candidate will be responsible for:

- Minimum Business Administration Diploma with focus in accounting and/or 2 years of experience
- Working knowledge of SAP or similarly complex ERP system is an asset
- Attention to detail and a very high degree of accuracy
- Excellent working knowledge of accounting systems and processes
- Strong written and computer skills; above average Excel skills
- Strong technical ability, with a very high degree of accuracy
- Excellent customer service, reliability, and multi-tasking skills
- Problem-solving skills with strong analytical and decision making skills
- Excellent verbal and written communication skills
- Outgoing individual with the ability to communicate effectively with other departments in the organization
- Strong understanding of the company inter-department workings and roles they play with each other
- Commitment to Collicutt Core Purpose and Core Values
- Special projects as required

Please submit your resume in confidence, along with your salary expectation, and availability date by responding to this ad.

*No One Gets Hurt ~ We Are Like a Family ~ Do What's Right ~ Do What You Say ~
~ It's Fun to Win ~ Finding a Better Way*

