

Accounts Payable Clerk

Collicutt Energy Services Corp, recognized experts in engine rebuilds and servicing and a leader in the natural gas and diesel power generation industry, is currently seeking a **permanent, full time Accounts Payable Clerk** for our Red Deer Head Office to join our growing team. We are looking for a professional who is ready for the opportunity to grow with the company and challenge themselves.

Primary Job Functions

- Manage accounts payable invoices email
- Enter all accounts payable transactions accurately and on a timely basis for payments
- Setup vendors, and verify invoices and coding into the SAP system
- Process cheque runs for Canadian and US branches; including manual cheque requests and all weekly and monthly EFT runs
- Ensure approval received for invoices
- Respond to and resolve internal and supplier inquiries
- Complete statement review and reconciliation
- Assist with month-end accounts payable accrual entry
- Assist with the timely upload of employee reimbursement
- Maintain intercompany accounts for accounts payable
- Backup reception coverage – one day per week & periodic vacation coverage
- Any other duties assigned by the Company from time to time

Qualifications and Education Requirements:

- Minimum of Business Administration Diploma with a focus in accounting
- Minimum of two years experience in a high-volume environment.
- An equivalent combination of education and experience may be considered
- Working knowledge of SAP or similarly complex ERP system is an asset

Required Competencies:

- High level of initiative and attention to detail and accuracy
- Outgoing individual with the ability to communicate effectively with other departments in the organization
- Strong English communication skills, both written and verbal
- Excellent organizational skills
- A mindset to continuously improve processes
- Clear background record check and satisfactory references

The potential for success with our expanding, progressive, privately owned business is unlimited. We recognize our team members as individuals, and consider mutual RESPECT to be the key to building a cohesive, productive Team.

We offer a comprehensive compensation package including: a solid group benefits package, RRSP matching, referral bonus, course reimbursement, and access to world class medical specialists through our unique Best Doctor's program, as well as an Employee Assistance Program.

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*

