

Accounts Payable Administrator

Title: Accounts Payable Administrator
Location: Mississauga, Ontario
Division: Finance
Reports to: Geeta Gupta
Start Date: TBD

Duties and responsibilities

- Full cycle Accounts Payable invoice and payment processing
- Code and enter high volume of invoices into the accounting system
- Co-ordinate with internal departments to obtain invoice approvals
- Ensure cash and credit card employee expenses are integrated properly from Concur into Great Plains
- Process cheques, EFT and wire payments to suppliers
- Perform vendor analysis to ensure that all expenses are accrued accurately
- Respond to and resolve vendor inquiries
- Assists in identifying opportunities to enhance Accounts Payable processes
- Other duties as assigned

Qualifications

- College diploma in a related field
- 1-2 years relevant experience preferred
- Proficiency in Great Plains would be an asset.
- Strong communication skills both written and verbal
- Work well under pressure and under minimal supervision
- Must be very organized and have excellent time management skills
- Must be able to work flexible hours
- Proficient in Microsoft Office Suite especially Excel

Email: hr@fnf.ca

Posting Date: March 14, 2019

Closing Date (internal applicants): March 22, 2019

Note: Permanent employees must have completed a minimum of twelve months of continuous service in their current role (any exception to this must be approved by the employee's current People Manager in partnership with Human Resources).

Contract employees must have completed a minimum of three months of continuous service in their current role (any exception to this must be approved by the employee's current People Manager in partnership with Human Resources).
