

Nature of Work

This is a compliance orientated position with a focus on data compliance, compilation, and entry. This position requires an individual with superior attention to detail and organizational skills to successfully navigate the demands and diverse nature of this position.

Principle Accountabilities

- Accounts payable compliance – ensuring vendor invoicing and verification in compliance with laws and regulations
- Credit card compliance and accounting
- Excise tax monitoring and compliance on vendor invoicing
- Support in the development of new procedures, creation of checklists and roll out
- Routine data entry
- Vendor coordination including responding to inquires and resolving issues
- Support technological initiatives to improve efficiencies
- Works on special projects as required
- Other duties as assigned.

Required Education

- Secondary School Diploma
- Completion of a recognized full cycle accounting course

Knowledge and Experience

- Minimum one -year experience in an account payable and/or bookkeeping position
- Basic knowledge of GST and PST regulations
- Intermediate to advanced level Microsoft Excel sills
- Demonstrated ability to prioritize and multitask
- Commitment to continuing education to keep current up with invoicing and basic tax regulations
- Must be able to handle confidential information in an ethical and professional manner
- Must be able to enthusiastically contribute to continuous improvement

Skills and Competencies

- Strong communication (written and oral), excellent organization and superior attention to detail
- Ability to interact and communicate professionally with a diverse group (vendors, peers, supervisors, managers)
- Experience with Microsoft tools - Excel, Word, databases, etc.
- Excellent relationship building skills, ability to work independently and in a team environment
- Keen attention to detail, analytical, able to manage multiple tasks and meet deadlines

To apply for the position, submit a résumé and cover letter to the attention of Human Resources at recruitment@cwct.ca. We thank all applicants in advance for their interest, but we will only be contacting short-listed candidates for interviews.