
Nature of Work

The Accounts Payable Clerk supports the Finance Department by ensuring the accurate, timely, and compliant processing of accounts payable transactions. This position is responsible for recording, verifying invoices, reconciling expenses, payments, and maintaining proper financial records to ensure all company expenditures are accurately recorded and controlled. In addition to accounts payable functions, this role performs various financial clerical and accounting duties in support of departmental objectives.

Principle Accountabilities

- Process invoices in accordance with established financial policies and procedures
- Perform daily financial transactions, including verifying, classifying, and recording accounts payable data
- Reconcile the accounts payable ledger to ensure all invoices and payments are accurately recorded and properly posted
- Investigate and resolve discrepancies by reconciling vendor accounts and monthly statements
- Generate reports detailing account payables status
- Understand expenses accounts and cost centers
- Maintain accurate tracking of expenses, purchase orders, invoices, and vendor statements, etc.
- Reconciling processed work by verifying entries and comparing system reports to balances
- Maintain organized historical financial records
- Process employee expense reimbursements accurately and in a timely manner
- Maintain strict confidentiality of sensitive financial and organizational information
- Support continuous improvement initiatives within the payment and disbursement process
- Reconcile and submit remittances accurately and on time (ie. GST, PST and signal fees)
- Perform other accounting duties as assigned

Required Education

- Secondary School Diploma
- Completion of two years of a recognized accounting program.

Knowledge and Experience

- 5 years' experience in a financial position (i.e. payroll, accounts payable, accounts receivable, bookkeeping).
- Good knowledge of accounting, general ledger, journal entries, and bookkeeping experience.
- Must be able to handle confidential information in an ethical and professional manner
- Must be able to assess and determine priorities and contribute to continuous improvement

Skills and Competencies

- Strong written and verbal communication skills
- Excellent organizational skills and superior attention to detail
- Ability to interact professionally with peers, supervisors, and management
- Advanced proficiency in Microsoft Office applications, particularly Excel
- Strong analytical skills and ability to manage multiple priorities
- Ability to work both independently and collaboratively in a team environment
- High degree of accuracy and accountability

Please note that interviews and assessments may be required to determine skills and qualifications for the position. Please submit a cover letter, resume and a CityWest Internal Application to the attention of Human Resources at recruitment@cwct.ca