



## ACCOUNTS PAYABLE ADMINISTRATOR – 12 Month Contract

Issue Date:	May 19, 2026
Revised Date:	
Approved by:	PAM MARSON, PRESIDENT & CEO

<u>JOB LEVEL</u>	LEVEL 2
<u>TYPE</u>	TEMPORARY - FULL-TIME
<u>REPORTS TO</u>	MANAGER, ACCOUNTING

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### **POSITION DESCRIPTION**

This role is primarily responsible for supporting the **accounts payable** function, ensuring the accurate, timely, and efficient processing of financial transactions in accordance with established accounting practices and internal controls. The role will also provide support to the accounts receivable function in collaboration with the team.

This role plays a key part in maintaining financial accuracy, supporting month-end processes, and providing reliable service to both internal and external stakeholders. It also provides general accounting support, contributes to process improvements, and helps ensure continuity across both receivables and payables functions.

### **KEY RESPONSIBILITIES:**

#### **Accounts Payable**

- Receive, review, and process invoices and payment requests in accordance with financial policies
- Ensure all payments are properly authorized, complete, and accurately recorded
- Prepare and process payments (cheque, EFT, wire, etc.) on a timely basis
- Reconcile vendor accounts and accounts payable general ledger accounts regularly
- Support commission processing and reconciliation activities where applicable
- Track, file, and maintain documentation related to invoices, approvals, and payment records
- Support claims-related payment processing and reconciliation
- Identify opportunities to improve AP processes and efficiency

#### **Accounts Receivable**

- Process accounts and incoming payments in accordance with financial policies and procedures
- Perform day-to-day AR transactions, including verifying, posting, and recording receivables data
- Reconcile the accounts receivable ledger to ensure all payments are properly accounted for and posted
- Investigate and resolve discrepancies or billing issues
- Monitor and collect outstanding balances through appropriate follow-up
- Prepare bank deposits and support cash application processes
- Generate reports and statements for internal use
- Validate incoming information into accounting systems through underwriting and claims transfers

**General Accounting Support**

- Perform general ledger account reconciliations and analysis
- Prepare journal entries related to AR/AP activities
- Support month-end and year-end processes
- Respond to internal and external financial inquiries
- Support various accounting projects and cross-functional initiatives
- Collaborate with internal departments to ensure accurate and timely financial processing
- Maintain confidentiality of financial information at all times
- Provide backup support to other areas of the accounting team as required
- Respond to any business-critical issues that may arise outside of regular business hours.
- Other responsibilities as assigned by direct Manager or Chief Finance Officer

**QUALIFICATIONS, EXPERIENCE and KEY SKILLS:**

- Accounting diploma or degree preferred
- 1–3 years of experience in accounts payable, accounts receivable, or general accounting
- Strong understanding of basic accounting principles
- High level of accuracy and attention to detail
- Strong organizational and time management skills
- Ability to manage multiple priorities and meet tight deadlines
- Strong communication and collaboration skills
- Proficiency in Microsoft Office (particularly Excel)
- Customer service orientation with the ability to resolve issues effectively
- Ability to work independently and as part of a team