

Job Title: Accounts Payable Accountant
Department: Finance
Location: Calgary, Alberta

Position Summary:

Reporting to the Controller, the Accounts Payable accountant will be responsible for handling full cycle accounts payable. We are seeking a motivated, organized and detailed individual with a strong work ethic.

Key Responsibilities:

- Process and code invoices through Open Invoice (electronic invoice system).
- Review posting journals to verify necessary approvals and accuracy of payment amounts, vendor codes, account codes, reference codes and GST amounts as applicable and confidently make necessary changes.
- Prepare and perform regular cheque runs providing appropriate supporting documents to signing authorities.
- Build strong relationships both internally and externally through effective response to inquiries, utilizing a customer service focus and problem-solving skills to resolve complex issues.
- Prepare meaningful financial reports by collecting, analyzing, reconciling and summarizing account information and trends.
- Demonstrate judgment and initiative in the completion of a wide variety of accounts payable duties relating to both payables and expenses.
- Develop and implement methods to improve and streamline AP processes.

The responsibilities listed are provided as an outline and are not intended to create limits to responsibilities, but to provide guidance as to the scope of the position.

Qualifications:

- High school diploma required.
- Qbyte FM and Optix experience, with previous experience in oil & gas.
- Ability to hit the ground running in a fast paced, dynamic environment.
- Takes initiative in understanding the task and expanding knowledge base.
- Can-do attitude who will go the extra mile.
- Collaborative: think on your feet, resolve problems in an open manner.
- Solid time management skills and ability to meet tight deadlines.

- Strong math skills, attention to detail, high level of accuracy.
- Accountable and self-sufficient with the right tools and support.
- Demonstrated excellence in keyboarding and good working knowledge of Excel and Word.