



Convoy Supply Construction Materials

Administration Office: 8183 130 Street Surrey, BC, Canada V3W 7X4
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Position: Accounts Payable Administrator

Location: Home Office - Surrey

Full-time 40h/week

Objectives

We are hiring an Accounts Payable administrator for our Surrey, BC location. You have strong full cycle accounts payable experience, fast and accurate data entry skills and strong Microsoft Excel proficiency. This is a very fast-paced and high pressure environment and you will be expected to work about 4 hours of overtime per week in the peak seasons.

Requirements / Tasks

- Minimum of three (3) years experience in Accounts Payable
- Superior MS Excel and Lotus Notes (or MS Outlook) skills and high computer proficiency
- Experience working with vendors
- Experience in a multi – branch environment
- Proficient in English with good oral and written communication skills
- Ability to work well with a diverse team
- Excellent attention to detail
- Communicate with internal partners to aid in dispute resolution
- Complete account reconciliations
- Monthly reporting as required
- Reconcile vendor statements, coding and entering expenses for several branches
- Collecting all back-up and getting authorized signatures for; branch overhead expenses, vehicle repairs and leases, salesmen expenses, freight expenses and custom brokerage expenses
- Process weekly and recurring monthly cheque run on expenses and inventory vendors
- Filing of all cheque run packages, vendor statement reconciliation (Using MS Excel)
- Prepare monthly bank reconciliation

This role is for the candidate who excels in a fast-paced, high pressure environment. You are not currently enrolled in school, and are looking for a long-term opportunity. This is a full time role, starting ASAP. Salary range is depending on experience.

We offer a competitive salary and benefits package. If you wish to have a career in a fast paced industry, join our team!

All interested candidates can email their resume to: hiring@convoy-supply.com.