



POSITION DESCRIPTION

JOB TITLE:	Accounts Payable (AP) Associate
DEPARTMENT:	Finance
REPORTING TO:	Accounts Payable Supervisor

SUMMARY:

The **Accounts Payable (AP) Associate** is responsible for providing financial and administrative support in order to ensure effective, efficient and accurate financial and administrative operations.

The **AP Associate** reports to the Accounts Payable Supervisor and is responsible for providing financial, administrative, and clerical services. This includes processing and monitoring payments and expenditures. Providing these services in an effective and efficient manner will ensure that finances are accurate and up to date, that staff are paid in a timely and appropriate manner and that vendors and suppliers are paid within established time limits are important functions for this team member. This role will complete payments and controls expenses by receiving, processing, verifying, and reconciling invoices. Works closely with other AP Associates in a collaborative and collegial manner.

This will be a one (1) year contract with a possibility of extension or becoming permanent.

DUTIES AND RESPONSIBILITIES:

- Receive and verify PO invoices and requisitions for goods and services.
- Post vendor bills in a timely manner.
- Respond to vendor inquiries regarding status of payment.
- Check employee expense claims w/receipts, ensuring manager's approval is present.
- Ensure credit card statements are matched with receipts.
- Reconcile processed work by verifying entries and comparing system reports to balances.
- Charge expenses to accounts and cost centers by analyzing invoice/expense reports, recording entries in computer system (Syspro).
- Pay vendors by monitoring discount opportunities; verifying federal id numbers; scheduling and preparing checks; resolving purchase order, contract, invoice, or payment discrepancies and documentation; insuring credit is received for outstanding memos; issuing stop-payments or purchase order amendments.
- Perform cheque runs, wire transfers, EFT and ACH payments.
- Work closely with General Accountant at month-end to ensure timely and accurate processing of month end duties including accruing for expenses which could not be entered in the computer system before AP module was closed.
- Maintain accounting ledgers by verifying and posting account transactions.
- Verify vendor accounts by reconciling monthly statements and related transactions.
- Maintain historical records by filing documents.
- Protect organization's value by keeping information confidential.
- Accomplish accounting and organization mission by completing related results as needed.
- Other duties as assigned.

EDUCATION AND EXPERIENCE

- Minimum 1-3 years of experience in accounting and/or finance roles with progressive experience in accounting.
- Experience performing Accounts Payable functions with an understanding of accounting and maintaining general ledgers,
- Experience in successfully managing vendor relationships on behalf of the company
- Experience working in a manufacturing environment in the food industry is an asset.

RELATED SKILLS, KNOWLEDGE AND ABILITIES

- Attention to detail and ability to maintain a high level of accuracy in preparing and entering financial information.
- Able to track and report on-budget expenses
- Strong analytical and problem-solving skills.
- Ability to handle multiple projects in a fast-paced environment
- Able to prioritize under the pressure of tight deadlines.
- Deal tactfully and efficiently with all enquiries.
- Exceptional organizational and time-management skills.
- Strong English written and oral communication skills.
- Excellent working knowledge of Microsoft applications including Outlook, Excel, Word, etc.

BENEFITS

- Competitive wages
- Extended Health benefits fully paid by Daiya for your family
- 3 weeks' vacation
- RRSP matching your retirement contributions
- Long Term Incentive Program (LTIP)
- Annual personal health and wellness fund
- Fun and creative environment
- Inspiring and innovative work
- Smart and passionate teams
- Making people and the planet a healthier place

HOW TO APPLY

Please submit your application to careers@daiyafoods.com with "AP Associate - Contract" on the subject line.