



POSITION DESCRIPTION

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

Welcome to the unexpected delight of plant-based exploration! We're the creators of a revolutionary cheese alternative that tastes, shreds, melts and stretches like traditional cheese. Today, as plant-based food grows in popularity, that spirit of innovation continues to inspire our team.

We believe in pioneering plant-based breakthroughs that delight people and planet. Our portfolio of great tasting foods provide an opportunity for everyone to gather around the table, whether you have food allergies, are flexitarian, vegan, vegetarian, or just plant-based curious!

We're one big family of food-loving Daiyans, and we're always on the lookout for people who share our passion, our vision, and our ability to make each other smile.

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 AP Supervisor and is responsible for providing financial, administrative, and clerical services. Providing these services in an effective and efficient manner will ensure that finances are accurate and up to date, that staff are reimbursed in a timely and appropriate manner and that vendors 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.

DUTIES AND RESPONSIBILITIES:

- Receive and verify PO invoices and requisitions for goods and services.
- Process invoices in a timely manner
- Communicate with vendors regarding status of payment and request statements for reconciliation
- 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).
- 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.
- Maintain historical records by filing documents.

- Protect organization's value by keeping information confidential.
- Other duties as assigned.

EDUCATION AND EXPERIENCE

- Minimum 2-3 years of experience in accounting and/or finance roles with progressive experience in accounting.
- Experience using Syspro is an asset
- 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.
- 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 compensation
- Extended Health benefits fully paid by Daiya for your family
- 3 weeks' vacation
- RRSP matching your retirement contributions
- 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" on the subject line.