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## **ACCOUNTS PAYABLE: FULLTIME POSITION**

### **What you need to succeed:**

- Degree in Accounting or Finance or a related field is required.
- 5+ years of financial accounting experience, construction industry preferred.
- Ability to prioritize and meet deadlines.
- Effective communication and organizational skills, with attention to detail.
- Team player with strong interpersonal skills.
- Ability to maintain confidentiality and professionalism.
- Proficient in MS Office (Excel and Word) and Sage 100

### **Your new role:**

- Process weekly payroll and pieceworker invoices for prompt payment.
- Ensure subcontract invoices match the approved amounts and follow-up on any differences.
- Reconcile subcontractor accounts and prepare monthly subcontractor payment cheques.
- Liaise with project managers and foremen.
- Assist in preparation of year-end audit file.
- Maintain electronic and paper filing system.
- Verify, code, process, and post various supplier invoices as required.
- Processing monthly union remittances.
- Perform other job duties as required.