



Job Title: Accounts Payable Specialist

Location: Aski Reclamation Office

Job Type: Full Time

Reports To: Financial Controller

Accounts Specialist – Projects

We are looking for a meticulous and driven Accounts Payable Specialist to join our finance team. In this role, you will play a key part in supporting project-based accounting activities, with a focus on the accurate and timely processing of invoices, payments, and financial records. The ideal candidate excels at organization, and is dedicated to enhancing processes for efficiency and accuracy.

As an Accounts Payable Specialist, you will manage and process invoices and payments, ensuring compliance with company policies and procedures. You will also maintain strong vendor relationships and assist the finance team with various accounting tasks, contributing to the overall success of the department.

Key Responsibilities:

• **Accounts Payable:**

- Review, verify, and process purchase orders, vendor invoices and payment requests in compliance with company policies, contractual agreements, and financial procedures.
- Review purchase orders, vendor invoices to ensure accuracy, proper coding to expense accounts and cost centers.

• **Payment Processing:**

- Collaborate with the Financial Controller to execute outgoing payments, including vendor invoices and project-related expenses, while maintaining alignment with cash flow needs.

• **Reconciliation and Issue Resolution:**

- Reconcile the accounts payable ledger to ensure all bills and payments are accurately accounted for and posted.
- Investigate and resolve discrepancies by reconciling vendor accounts and monthly statements, coordinating with project managers and vendors to secure timely approvals.

• **Recordkeeping and Reporting:**

- Maintain accurate, organized, and up-to-date vendor files and records of all accounts payable transactions, including project-related expenses.
- Generate detailed reports on accounts payable status to support management and audit requirements.

- **Reconciliation and Closing Activities:**
 - Reconcile accounts payable balances and assist with month-end and year-end closing activities to ensure financial accuracy.
- **Compliance and Process Improvement:**
 - Ensure compliance with company policies, regulatory requirements, and industry best practices for accounts payable processes.
 - Identify opportunities for process improvements and recommend enhancements to streamline workflows and improve efficiency.

Qualifications:

- **Education:** Associate's degree in Accounting, Finance, or a related field; Bachelor's degree preferred.
- **Experience:** Minimum of 2-3 years of experience in accounts payable or a similar role.

Skills:

- Proven working experience as Accounts Payable Clerk
- Solid understanding of basic bookkeeping and accounts payable principles
- Proven ability to calculate, post and manage accounting figures and financial records
- Data entry skills along with an aptitude for numbers
- Hands-on experience in operating spreadsheets, accounting software, and online banking (Sage or other full-scale ER software, TD Canada Trust)
- Proficiency in English and in MS Office
- High degree of accuracy and attention to detail

Work Environment:

- The Aski offices are situated on the outskirts of Chetwynd, BC, roughly 12 minutes from town towards Moberly Lake, BC. You will find a relaxed and casual office atmosphere with Field Crews and Scientists coming in and out of the office as their shifts begin and end.

Compensation and Hours

The shift for this administrative role is generally 9 am to 3:00 pm Monday-Thursday with 0.5 unpaid lunch and 9 am to 12 pm on Fridays: 25 hours per week. Compensation for this position is expected to range from \$24.00 to \$30 per hours, dependant on experience and qualifications of the successful candidate.

We thank all applicants for their interest, however, only candidates chosen for interviews will be contacted.

Please send cover letters and resumes to jobs@askilp.ca