



seo expert 9875

Posted by: Tejkart Marketing LTD.

Posting date: 04-Feb-2023 **Closing date:** 07-Oct-2023

Education: Graduation

Language: English

Job location:

Salary: \$34.32

Years of Experience: 4 years

Vacancy: 6

Job Type: Part Time

Job id: CAJ4512688

Expired

Job description:

Our Accounting team is expanding and we are looking for a detail-oriented Accounts Payable Coordinator to take charge of the entire AP process for multiple entities/projects. Working closely with Project Accountants and AP Coordinators the incumbent is responsible for matching purchase orders to delivery slips and to invoices and/or agreeing invoices to an executed contract entering invoices to the system preparing payment release for multiple projects.

Performance Objectives & Outcomes

Success in the role will be gauged by processing times payment and ledger accuracy the relevance and timeliness of reporting and adherence to company's policies and procedures. best

Challenges

- Fast-paced high-volume environment
- Communicate with non-finance people
- Multiple deadlines (several projects across multiple entities)

Key Accountabilities and Supporting Tasks

Payment processing

Posted on canadianjobportal.com