



## Account Payable & General Accounting / Office Administrator

Add Impact's success is due to its exceptional people. Our skills and passion are key to our business along with our commitment to a culture of teamwork and collaboration. If you are great with people and process this might be what you're looking for.

### Position Summary:

#### **Duties & Responsibilities:**

- Reports directly to the Finance Manager
- Entering vendor invoices, daily (high volume)
- Checking vendor statements daily and following up on discrepancies or vendor payment queries.
- Reconciling vendor accounts
- Monitoring bank accounts and multiple credit cards
- Tracking and posting credit card payments to vendors
- Preparation of daily reports.
- Assist with the preparation of all month end and year reports and activities
- Performing filing, records management and other general administrative duties as required
- Coordinate and communicate effectively with internal departments including Sales and Operations Team
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#### **Knowledge, Skills & Abilities:**

- Have a great attitude.
- Flexible, able to easily move between tasks
- Team player with a "get it done" approach
- Strong attention to detail and keen problem-solving skills
- Strong work ethic and dynamic self-starter
- Cross training and other duties as assigned
- General understanding of basic Accounting & Accounts Receivable functions and principles
- Willingness to learn, adapt and grow with the company

### Education / Experience / Licensing:

- High School Diploma or Equivalent, (preferred)
- A minimum of 3 years' experience in an AP Management role is an asset
- Strong Computer skills – MS office, (Word, Excel, Outlook, and Power Point)
- Industry Software – ASI Smartbooks and or Facilis Syncore an asset

Dynamic team, Great Benefits, Bonuses, Health & Wellness Incentives, RRSP Contribution Plan

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Please check out our website at:

[www.add-impact.com](http://www.add-impact.com)

If interested, please contact:

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Human Resources

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or submit your resume to [hr@add-impact.com](mailto:hr@add-impact.com)