



## ACCOUNTS PAYABLE CLERK

### JOB POSTING

<b>Position Title:</b>	Accounts Payable Clerk	<b>Employee Group:</b>	Permanent Full-Time
<b>Department:</b>	Administration	<b>Classification:</b>	Non-Union
<b>Reference #:</b>	ADM 2019-05	<b>Hours/Week:</b>	30 hours per week
<b>Application Deadline:</b>	December 16, 2019	<b>Hours:</b>	0830 h to 1630 h
<b>Start Date:</b>	ASAP		

We are looking for a dynamic individual to spearhead the automation of our Purchase Order system and to modernize the Accounts Payable Function.

The Accounts Payable Clerk will assist the Accounting team by processing payments to various vendors while undertaking various special projects to help streamline the core operations. Reporting into the Accounting Manager and working in a small group, you will build strong relationships and lead the processing of payments; in addition you will maintain a portfolio of Promissory Notes.

#### Specific responsibilities include:

- Manage Purchase Order system, with an eye to automation and computerization.
- Verify that purchasing procedures are followed, i.e. purchase order price compared to invoice price, purchase order quantity compared to invoice quantity
- Maintain an accurate Purchase Order Log.
- Route invoices with purchase order attached to department heads and Executive Committee members for approval. Ensure account coding is accurate and all invoices are being returned on a timely basis.
- Process all approved invoices for payment – ensure all appropriate signatures and back-up attached.
- Process wires or cheques for payment.
- Enter invoices and payments in Microsoft Dynamics GP (Great Plains)
- Maintain investment file of Promissory Notes, including managing renewals and interest payments.
- Assist with month-end preparation when required.
- Other duties as assigned.

#### Qualifications:

- Post-secondary education in Accounting, Business or a related field
- 2-3 years' experience in a similar role.
- Previous experience implementing a computerized P.O. system will be considered an asset
- Great Plains experience will be considered an asset
- Data-driven, with knowledge of finance/accounting.
- Strong MS Office skillset, particularly excel & word.
- Capable of working in a fast paced and demanding environment.
- Attention to detail, capable of performing accurate data entry.
- Ability to understand and/or speak the Dutch language is an asset.
- Satisfactory Vulnerable Sector Screening
- Evidence of a negative TB Test and up to date immunizations

**Interested and qualified applicants should forward a Resume and Cover Letter (as ONE document in PDF format) to: Human Resources e-mail: [jobs@hch.ca](mailto:jobs@hch.ca)**

*Holland Christian Homes welcomes diversity in the workplace and encourages applications from all qualified individuals.*

*Holland Christian Homes is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodation for disability during any stage of the recruitment process, please indicate this in your cover letter.*

*Applicants agree that by providing personal information in response to this posting, and otherwise in any recruitment process with the Company, such personal information may be retained and used by HCH for a period of one (1) year from the date of this application, for the purpose of consideration for employment opportunities which may arise during that time period, unless an Applicant notifies the Company to the contrary."*



*We thank all applicants for their interest in this position, however, only those individuals selected for an interview will be contacted. No phone calls please.*

**Disclaimer:**

In keeping with Long Term Care reform, best practices, funding and direction this position may later require knowledge, skills, abilities and working conditions not noted here.