



Position Overview

Reporting to the Supervisor of Accounts Payable, the **Accounts Payable Accountant** is responsible for the accurate and timely entry and reporting of data in the company financial systems. Interaction with both internal and external customers is important to ensure accuracy, timeliness, and completeness of data.

RESPONSIBILITIES

- Reviews supplier invoices for valid coding, approvals, tax treatment, etc. and follows up with appropriate individuals/teams to resolve discrepancies.
- Responds to internal and external AP inquiries.
- Reconciles vendor statements and follows up to resolve any discrepancies.
- Ensures supplier payments are processed accurately and on a timely basis.
- Responsible for the accuracy and timeliness of data entry into the JV Nexus financial system.
- Assists with month end tasks and reconciliations as required.
- Liaises with individuals and teams to ensure all AP invoices are approved and submitted for timely month end cut off.
- Prepares journal entries to correct coding / entry errors.
- Provides back up and support to other team members as required.
- Other related duties as assigned.
- Maintains accounts payable routine correspondence and documentation.
- Faxing, photocopying and performing other administrative responsibilities as required.

Qualifications

- Minimum 2 years Accounts Payable experience, preferably in the Oil & Gas Industry.
- A related business diploma would be an asset.
- Strong data entry skills with ability to accurately input and process high volume data.
- Knowledge of Microsoft Office and an aptitude for learning various computer systems.
- Ability to work independently and in a team oriented work environment to meet weekly deadlines.
- Customer Service focus.

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