

Accounts Payable Clerk

We are currently seeking a dependable and organized individual to join our team in a full time capacity at our Jacksonville, NB location

**Key responsibilities of the role include but are not limited to:**

* Ensure accurate coding and allocation of expenses and invoices
* Review and post all invoices to the accounting system
* Process government remittances on a monthly and quarterly basis
* Prepare and process cheques and electronic payments
* Ensure vendor accounts are accurate and up to date
* Maintain vendor filing system
* Reconcile monthly credit card statements
* Posting of monthly journal entries
* Excellent communication skills both verbal and written
* Perform other duties as required\*

**Core Competencies:**

* Positive attitude
* Organizational skills
* Attention to detail
* Communication skills (Both written and verbal)
* Decision making skills
* Problem solving skills
* Willingness to learn
* Manages time effectively
* Meet deadlines
* Solution oriented works independently
* Customer focused
* Teamwork

**Education and Experience:**

* A demonstrated proficiency in using a computer is essential with specific experience in Microsoft Office Excel, Outlook and Word
* Must possess a valid driver’s license with a clean abstract