



JOB/PLACEMENT OPPORTUNITY

Deadline: March 10, 2020

Accounts Payable Administrator

Location: Mississauga Ontario

About the Company:

Orkin Canada is a leader in advanced sanitation and environmentally friendly pest elimination services. For more than a half-century Orkin Canada has set the standard for the pest control industry in Canada. Our professionals prevent and manage pests in all categories of business - from residential to commercial to manufacturing, industrial, shipping, mining, grain and government.

Description:

We have an opening for a full-time permanent Accounts Payable Administrator at our Mississauga office. Duties will include:

- Review bills to the company for potential errors and/or discrepancies.
- Investigate and resolve billing discrepancies or misapplied cash transactions, and payment problems while following corporate A/P policies and procedures.
- Balance daily A/P batches; prepare and distribute payment reports and statistics to key personnel.
- Ensure the strict confidentiality and privacy of financial records as they relate to the organization and its business partners.
- Form payment strategies to make timely A/P payments and mitigate supplier objections.
- Charges expenses to accounts and cost centers by analyzing invoice/expense reports; recording entries
- Obtain the appropriate approvals for all invoices received before processing for payment
- Pays vendors by monitoring discount opportunities; scheduling and preparing checks; resolving purchase order, contract, invoice, or payment discrepancies and documentation; insuring credit is received for outstanding memos; issuing stop-payments.
- Other duties as assigned by manager

Requirements:

- Completion of High School or G.E.D
- Will have to undergo a criminal background check; sign a non-compete agreement; participate in testing as part of the interview process
- Demonstrated ability to accurately calculate, post, correct, and manage accounting figures and financial records.
- Must possess a high level of moral judgment for handling confidential information and monetary transactions.
- Able to perform moderate to complex account reconciliations.
- Basic knowledge of accounting systems, and internal controls.
- Effective attention to detail and a high degree of accuracy.
- Sound analytical thinking, planning, prioritization, communication (verbal and written), interpersonal, team building, and problem identification/resolution skills.
- High level of proficiency with Microsoft Office productivity suite

Benefits:

We provide a competitive salary/bonus package, benefits, and the potential for growth

How to Apply:

Please forward your resume to Kristina Bouloukos with the job code in the subject line. No phone calls or agencies

Job Code: AP999-032020

Email: kbouloukos@orkincanada.com

Fax: 905-502-9510

We thank you for your interest, however, only those that qualify will be contacted for an interview.

Orkin Canada is an equal opportunity employer and is committed to employment equity.

Accommodations are available on request for candidates taking part in all aspects of the selection



process.
