

JOB TITLE: Accounts Payable Coordinator
LOCATION: Calgary Corporate Office
REPORT TO: Corporate Controller
POSTED UNTIL: Filled
APPLY TO: humanresources@pfbcorp.com

POSITION SUMMARY:

The **Accounts Payable Coordinator** plays a key role in processing the company's accounts payable transactions. This position will accurately perform a comprehensive range of accounts payable duties for US and Canadian operations to compliment the range of financial and accounting services provided to the Company's operations and its customers. You will have 2-5 years' experience in a payable and receivables and the ability to prioritize tasks effectively in a fast-paced deadline driven work environment.

FUNCTIONAL RESPONSIBILITIES:

1. Perform daily and periodic accounts payable activities in a multi-currency environment.
2. Ensure timely payment of invoices in order to sustain supply chain and receive maximum discount benefits.
3. Ensure expense reports and credit cards are adequately supported with receipts and detailed explanation for travel and business expense.
4. Ensure compliance to rules and regulations of GST/HST and PST.
5. Prepare weekly payment forecasts in order to manage the entity's cash flow effectively.
6. Ensure intercompany transactions are recorded in the same period and for the corresponding amount and perform the confirmation and reconciliation of intercompany balances at month end
7. Prepare, review, and analyse accounts payable sub-ledger/aging reports for multiple branches located in US and Canada.
8. Prepare, review, and post monthly accounts payable accruals and perform the reconciliation of the Accrued Accounts Payable Report of goods received but not yet invoiced on a regular basis
9. Liaise with remote US and Canadian branch administrators daily with respect to procurement, receiving, freight, and payable transactions.
10. Liaise with and interact with vendors, as required.
11. Liaise with and interact with banking staff, as required for AP Link (electronic payment system)
12. Perform the accounts payable month end close process as per defined timeline and complete monthly general ledger account reconciliations.
13. Prepare and distribute periodic financial and non-financial reports to defined timelines.
14. Perform designated month end accounting tasks to defined timelines.
15. Demonstrate proactive and cognizant approach to continuous improvement opportunities
16. Carry out special projects, as may be assigned.
17. Meeting all safety requirements and regulations and ensure a clean work environment
18. Adopting a flexible approach in a team environment.
19. Following company policies and procedures.

SKILLS & KNOWLEDGE REQUIRED:

- Minimum 2-5 practical accounting experience preferably within a corporate and/or manufacturing environment.
- Intermediate Excel skills including use of pivot tables and vlookup.

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- Experience with intercompany transactions preferred
 - Experience with foreign exchange transactions preferred
 - Attention to detail and the ability to problem solve with minimal supervision.
 - Strong organization and interpersonal skills, with the ability to prioritize and multi-task.
 - Ability to work both independently, as well as part of a team.

EDUCATIONAL QUALIFICATIONS:

- High School Diploma required
- Post-secondary diploma or degree in accounting.