



Job Description

Technician - Accounts Payable

Summary of Responsibilities

The Accounts Payable Technician prepares and processes accounts payable and other financial records in accordance with established procedures under the direction of the Chief Accountant.

Main functions

The Accounts Payable Technician performs all the following duties.

- Full cycle of payables for both plants (one in Canada and one in the United States):
 - Enter invoices
 - Ensure matching with purchase orders and deliveries
 - Issue cheques
 - Ranking
- Credit Card Account Processing
- Perform monthly procedures according to the established rules
- Maintain good relationships with suppliers
- Collaborate with procurement
- Perform the analysis of various accounts
- Assist the Chief Accountant in various analyses

Conditions of access to the profession

- 3 to 5 years of experience in a similar position
- Hold a DEP, DEC or AEC in accounting
- Spoken and written intermediate bilingualism (French, English)
- Excellent command of Excel software
- Previous experience with ERP software

Quality requirements

- Sense of priorities
- Dynamism, teamwork
- Rigour
- Autonomy