

Job Description

West White Rose CGS Project



SINC-LAVALIN DRAGADOS PENNECON

Name:	ACCOUNTS PAYABLE CLERK
Department:	PROJECT CONTROLS
Reports To:	PROJECT CONTROLS MANAGER

RESPONSIBILITIES

The Accounts Payable Clerk (APC) will:

- Register, codify and verify invoices
- Reconcile supplier statements
- Verify and register expense accounts
- Respond to employees and suppliers' inquiries

MAIN TASKS AND DELIVERABLES

- Communicate with Vendors and reconcile vendor statements with regards to discrepancies.
- Maintain filed and documentation thoroughly and accurately, in accordance with policy and accepted accounting practices.
- Print and prepare cheques for mailing
- Carry out bank transactions
- Ensure the highest of confidentiality
- Assist with analysis of certain general ledger accounts and expense categories

QUALIFICATIONS

- Post secondary diploma in Finance/Accounting
- 2 to 5 years of relevant experience
- Experience in construction environment, an asset
- Knowledge of Excel
- Excellent organizational skills, attention to detail and the ability to meet deadlines

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

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