

## Full-Time Accounts Payable Clerk

Fairchild Radio in Richmond is hiring an Accounts Payable Clerk with an immediate start.

### Responsibilities:

1. Full cycle accounts payable processing:
  - Ensure timely and accurate payment of invoices;
  - Receives and reviews invoices, cheque requests, and/or other related documentation for completeness, accuracy, and compliance with accounting policies, procedures, and contractual requirements;
  - Match purchases invoices with orders for payment processing;
  - Codes, verifies, and electronically enters accounts payable data into accounting system;
  - Follows up on account statements and other discrepancies regarding payment of accounts, and serves as liaison between departments and vendors in the resolution of administrative problems and inquiries;
  - File matched and coded invoices;
  - Review and follow up on inquiries and issues with vendors.
2. Prepare documentations and reports to fulfill audit and tax filing requirements.

### Qualifications

- High School Diploma or equivalent;
- At least 2 years accounting work experience, ideally with history of data-entry in ACCPAC;
- Intermediate working knowledge of Microsoft Office (Outlook, Word, Excel);
- Attention to detail and accuracy are essential;
- Able to manage changing priorities and multitasking.

Submit your resume to [job@am1470.com](mailto:job@am1470.com) by March 20, 2019. We thank all applicants for their interest, but only candidates selected for an interview will be contacted.

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Fairchild Radio is committed to Employment Equity and to providing a fair and equitable work environment. We encourage applications from qualified women, men, visible minorities, aboriginal peoples and persons with disabilities. If you need to be accommodated during any phase of the evaluation process, please contact our HR Dept. at 604-295-1234. All information received about accommodation will be kept confidential.

Fairchild Radio also respects your right to privacy. We have a firm policy of not selling, lending or disclosing your personal information. When we collect personal data, you can be assured that we will handle and store it in a secure manner. Your personal information will be kept confidential and destroyed after use.