



## **Accounts Payable**

**Job Code: CW17-005**

**Post:** 3 November 2017

**Position Type:** Full Time

**Hours of Work:** Monday to Friday 8:30 AM – 4:30 PM

**Location:** Richmond, BC

**Department:** Finance

**Compensation:** Commensurate with experience

### **Position Overview:**

Working under general supervision from Finance Manager as required, maintains Accounts Payable records in order to facilitate payments to vendors in a timely manner.

### **Main Responsibilities:**

- Maintains all Accounts Payable/Insurance claim records in Sage ensuring timely payment to vendors and customers
- Responds to all Accounts Payable related incoming telephone calls and/or e-mails
- Reconciles Vendor Statements and resolve any discrepancies
- Issues payments and prepare deposits relating to all COD, Visa and Keg transactions liaising with the Customer Service Representatives
- Maintains tracking and approval of all related invoices

The successful candidate will be detail oriented, possess strong interpersonal skills and have experience in an accounts payable/accounting role. Experience with an accounting system is a must; experience with Sage accounting software is an asset.

ContainerWorld offers an attractive package which includes excellent benefits and competitive compensation.

To apply for this position please email your resume and cover letter with your salary expectations to [careers@containerworld.com](mailto:careers@containerworld.com).

We thank all applicants for their interest; however, only those selected for an interview will be contacted.