

ACCOUNTS PAYABLE ADMINISTRATOR

Position Title: Accounts Payable
Administrator

Department / Site: Administration

Employee:

Location: Toronto Office

Primary Focus

This person is directly responsible for performing data entry and related duties in disbursing non-payroll accounts payable to individuals, suppliers, corporations, and other entities. This includes maintaining ledgers, credit balances, and account irregularities. The Accounts Payable Administrator will also ensure the timely and accurate processing of payment documents, travel reimbursements, and any other accounting transactions related to A/P. This position involves diplomatic interaction to provide billing information and support in order to facilitate regular bank reconciliations.

Accountabilities / Direct

- Responsible for data input and coding of invoices received from suppliers and contractors
- Responsible for obtaining payment approvals for invoices from department managers
- Responsible for preparing cheques or EFT's for invoice payments
- Responsible for providing timely responses to invoice payment status queries
- Occasionally completing credit applications required by new suppliers
- Prepare invoices & make bank deposits
- Collaborate with the Controller and/or Financial Analyst to maintain collection goals and general A/P performance levels
- Obtain approval for disbursements and ensure that expenditures do not exceed available cash
- Ensure purchase requests for materials, supplies, equipment, and other assets are charged to the proper accounts
- Post and reconcile company payments to general ledger.
- Review bills to the company for potential errors and/or discrepancies
- Investigate and resolve billing discrepancies or misapplied transactions

- Post A/P data to profit/loss reports, balance sheets, income statements, and other documentation
- Assist in monthly reporting requirements and maintaining accruals.
- Review all credit balances, refunds, and adjustments, and apply adjustments and/or corrections to corporate billing records
- Balance daily A/P batches; prepare and distribute payment reports and statistics to key personnel
- Ensure the strict confidentiality and privacy of financial records as they relate to the organization and its business partners
- Form payment strategies to make timely A/P payments and mitigate supplier objections
- Investigate payment problems while following corporate A/P policies and procedures

Required Skills / Experience & Abilities

- College diploma in Business Administration, Finance & Accounting or related studies
- At least two years' experience in accounts payable
- Demonstrated ability to accurately input data, calculate, post, correct, and manage accounting figures and financial records
- Strong knowledge of payment regulations and fair credit practices
- Must possess a high level of moral judgment for handling confidential information and monetary transactions.
- Knowledge of QuickBooks and 4Site would be an asset
- Advanced Knowledge of Excel and Word
- Team oriented personality
- Enrolled in accounting designation program an asset.

Reporting Relationships

Report To: Controller
Number of Direct Reports: 0

ACCOUNTS PAYABLE ADMINISTRATOR

Working Conditions

Physical Effort:	Minimum
Physical Environment:	Minimum
Sensory Attention:	Medium
Mental Stress:	Medium

CONTACT:

Stephen McGinn
E: mcginn.s@labradorironmines.ca
F: 416-368-5344

Signatures

Employee: _____ Date: _____

Supervisor: _____ Date: _____