

## JOB DESCRIPTION

**Title: Accounts Payable Administrator**

**Reporting to:** Accounting Manager

**Location:** Weston Forest – Torbram Rd.

**Date:** February 2023

### THE JOB

The Accounts Payable Administrator is responsible for the growth and success of Weston Forest with efficient and accurate processing of payable transactions and supporting superior relationships with suppliers.

### DUTIES & RESPONSIBILITIES

#### Accounts Payable:

- Index and process Supply invoices in Global Search.
- Code, gather and attach all supporting invoice documentation.
- Enter invoice data into the Great Plains network system and provide timely and accurate processing of vendor invoices.
- Proactively identify and solve discrepancies, obtain approvals and follow up on outstanding issues.
- Produce Canadian Supply payment runs and maintain files .
- Peninsula invoices validation and ensure compliance with AMPS.
- Reconcile vendor accounts.
- Ensure full advantage is taken of all discount opportunities and that deadlines are met.

#### Other:

- Provide support for quarter-end activities by determining cut-off dates and amounts of vendor purchases
- Take all appropriate steps to ensure the Company's relationships with suppliers remains positive
- Provide assistance to others in department as work load allows
- Perform backup functions as required.
- Participate in cross-training initiatives
- Other duties as required

### KNOWLEDGE & SKILLS REQUIRED

- Minimum 2-years experience in an Accounting or A/P department or equivalent/similar job experience
- Accurate data entry and very good attention to detail
- Mathematical aptitude
  - Able to take direction well, adaptable, co-operative and able to work under pressure and deadlines
- Strong initiative, proven ability to manage multiple tasks, deadlines, large volumes of work and a fast paced, service oriented environment
- Strong work ethic and a positive attitude
- Demonstrated maturity with the ability to self manage, organize, prioritize and interact well with others/team
- Strong analytical and problem solving skills
- Ability to adapt to change
- Intermediate Excel, Word and Outlook level
- Knowledge of and experience with Great Plains or Information Management Systems



Platinum  
member



To apply for this position, please submit your resume or application to Human Resources via email to [hr@westonforest.com](mailto:hr@westonforest.com).

### THE COMPANY

Weston Forest originated as a family business in 1953. Today we are a vital, dynamic organization, repeatedly recognized by Deloitte as one of *Canada's Best Managed Companies*, recipient of the *Canadian Business Excellence Awards for Private Businesses*, and winner of *Waterstone Canada's Most Admired Corporate Cultures Award*. Weston Forest is certified as a Great Place to Work®!

Our culture is one of personal growth, continuous improvement, and opportunity. It is vibrant, informal, and inclusive. We live by our brand promise: *"YOU'LL LOVE DOING BUSINESS WITH US"*.

### Our Core Values:

- o Entrepreneurial organization committed to continuous improvement
- o We do what we say
- o Inspiring personal and professional growth
- o Your success is our success
- o More than just a place to work
- o Results matter, but people matter more

