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
To apply for this position, please submit your resume or application to Human Resources via email to 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:
- Entrepreneurial organization committed to continuous improvement
- We do what we say
- Inspiring personal and professional growth
- Your success is our success
- More than just a place to work
- Results matter, but people matter more