



Fonction Description- McInnis Cement

Accounts Payable Clerk

Location: Head Office in Montreal

Reporting to: Supervisor Accounts Payable

Status: Permanent - Full time

The McInnis Cement plant is equipped with cutting edge technology, raising productivity and environmental industry standards for North America. The facility, located in Port-Daniel-Gascons, Gaspésie, is one of the largest industrial developments in Quebec. The Company's mission is to provide its customers with high quality cement, manufactured and distributed in a way that respects the ecosystem, while putting the local economy first.

JOB DESCRIPTION:

The Accounts Payable clerk will need to work closely with various company employees to ensure the accurate and timely processing of invoices, adherence to the company purchasing policy and required approvals, prepare and execute supplier payments and preparation of supplier statement reconciliation

RESPONSABILITIES

- ⚡ Entering invoices and tracking payment approvals.
- ⚡ Reconciliation of accounts payable with suppliers.
- ⚡ Discuss problem accounts with your manager.
- ⚡ Perform archiving.

- ⚡ Prepare payments to suppliers
- ⚡ Entering and processing expense accounts
- ⚡ Communication with company personnel to ensure compliance and follow up
- ⚡ Preparing and carry out bank deposits

YOUR PROFIL

- ⚡ Have 3 to 5 years of accounts payable experience or others related task
- ⚡ College degree (DEC) in Accounting or a related field.
- ⚡ Possess an analytical mind with problem resolution focus in accordance with deadlines
- ⚡ Good ability to process a large amount of data, organized with initiative.
- ⚡ Knowledge of SAP an asset.
- ⚡ Knowledge of purchase order systems
- ⚡ Knowledge of the Office suite.
- ⚡ Bilingual French / English - both oral and written.
- ⚡ Professional approach.
- ⚡ Adaptable and flexible with ease to work in changing and fast-paced environment.

You believe you have the requirements and want to be part of a dynamic team? Please send your CV to careers@cmcinnis.com to the attention of Mechad KIVAN, specifying the job offer for which you are applying.