

WE'RE HIRING!



Accounts Payable Specialist - Toronto

Dominion Voting is searching for an **Accounts Payable Specialist** to join our team in Toronto! This position is responsible for managing and organizing the accounts payable invoices, records, processes and approvals; assisting with essential month-end functions as assigned; and reviewing and processing Canadian employee expense reports.

Responsibilities

- Process and GL code 3 way matching PO invoices and Non-PO invoices into the accounting system.
- Review and process Canadian employee expense reports.
- Research vendor statements, making phone calls and addresses and resolves any discrepancies.
- Maintain organized files for paid and unpaid invoices and statements.
- Organize and matching paperwork on returned product.
- Prepare various journal entries during month-end.
- Prepare intercompany statements.
- Apply cash receipts.
- Deposit customer checks on a regular basis.
- Assist with other duties and special projects as assigned.

Qualifications

- Associates (or higher) degree in accounting is preferred
- 5+ years' experience with accounts payables experience is required.
- Strong working knowledge and experience with accounts payable procedures and best practices is required.
- Knowledge and understanding of general ledger systems and procedures
- Knowledge and understanding of general accounting / bookkeeping procedures
- Understanding of how to review and apply HST/GST on invoices.
- Strong computer skills to include Microsoft Dynamics / Great Plains and Microsoft Office (Outlook, Word, Excel).
- Experience with Concur is nice to have.
- Highly detail-oriented, specifically with numbers, schedules, deadlines, etc.
- Ability to successfully meet deadlines in in a dynamic, fast-paced environment.

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