

WE'RE HIRING!



Accounts Payable Specialist - Toronto

Dominion Voting Systems is a growing technology and services company with operations in Canada and the United States. The **Accounts Payable Specialist** is responsible for managing, organizing and processing the accounts payable invoices, records, processes and approvals; preparing essential month-end functions as assigned; and providing general accounting support to the overall Finance team.

Responsibilities

- Process and GL code 3-way matching PO invoices and Non-PO invoices
- Ensure compliance to the accounts payable approval process and manage outstanding items on a regular basis
- Reconcile vendor statements and resolves any discrepancies
- Maintain organized files for paid and unpaid invoices and statements.
- Review and process employee expense reimbursements through Concur, reconcile credit card statements and maintain petty cash
- Prepare and record intercompany transactions.
- Reconcile transactions between multiple entities and resolve discrepancies
- Assist as needed within the accounting team, which may include preparing month-end and annual audit schedules

Qualifications

- 3+ years of Accounts Payable experience required or similar accounting role
- Intermediate to advanced data entry skills with a high level of accuracy and efficiency;
- Excellent interpersonal and communication skills with strong English verbal and writing ability
- Advanced competency with excel and accounting software packages (preference given to candidates with Microsoft Dynamics / Great Plains experience)
- Ability to successfully meet deadlines in a dynamic, fast-paced environment.
- Detail oriented, highly motivated and the ability to handle multiple tasks are imperative

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