

WE'RE HIRING!

Accounts Payable & GL Specialist - Toronto

Dominion Voting is searching for an experienced **Accounts Payable & GL Specialist** to join our team in Toronto! This position 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 and Accounting team.

Responsibilities

- Process and GL code 3-way matching PO invoices and Non-PO invoices into the accounting system.
- Generate accounts payable approvals and manage outstanding items on a regular basis.
- 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.
- Maintain prepaid assets schedule.
- Prepare and record intercompany transactions.
- Reconcile transactions between multiple entities and resolve discrepancies
- Apply cash receipts.
- Prepare and issue 1099s to any required US vendors.
- Assist with other duties and special projects as assigned.

Qualifications

- Associates (or higher) degree in accounting is preferred, work experience in lieu of education may also be considered
- 6+ years' experience with high-volume accounts payables experience is required.
- 3+ years' experience with general ledger account coding, complex reconciliations and month end close process.
- Strong working knowledge and experience with 3-way matching accounts payable procedures and best practices is required.
- Knowledge and understanding of general accounting and bookkeeping procedures is required.
- Knowledge and understanding of general ledger systems and procedures is required.
- Experience with, and understand of, sales and use tax is required.
- Strong computer skills to include Microsoft Dynamics / Great Plains and Microsoft Office (Outlook, Word, Excel).
- 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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