



Job Description – Ref: 24/011

Title: Accounts Payable Team Lead

Role:

- To be responsible for day-to-day financial transactions for accounts payable including corporate credit cards, employee expense reports, and to include posting, tracking and follow-up issues and solutions on the AP.

Responsibilities:

- Manage all accounts payable including correspondence with vendors, processing payments & cheques and maintaining records of invoices and supporting documents.
 - Responsible for monitoring the AP mailbox (emails, faxes, mails) and ensuring that appropriate time for resolution of issues.
 - Track and follow-up on all accounts payable transactions to include:
 - Verify the invoices against PO and PS/receipt – 3-way-match.
 - Collect an approval of the invoices where applicable.
 - Receive approval, process, and pay freight bills and manage online accounts where applicable
 - Check and process employee's expenses reports and submit to Controller for approval
 - Obtain and pay all regular monthly/ quarterly, yearly invoices (e.g., building rent, insurance, property taxes, utilities, etc.)
 - Properly code and pay contractor's invoices; Work with the project team to ensure cost coding is correct
 - Reconcile credit card statements with the invoices, PO's and the payments provided by Purchasing. Process all the invoices, statements, and payments. Ensure that all the invoices and credit card statements are posted or accrued before the month end.
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 - Process AP prepayments, post invoices after goods received and apply invoices against prepayments.
 - Reconcile AP accounts with vendor's statements on a regular basis
 - Reconcile outstanding Packing Slips with "Received-not-Invoices" report at the month end
 - Perform bank deposits.
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 - Interact with Purchasing and Receiving Departments to correct any Purchase Order and receiving issues.
 - Prepare payment proposals for review and approval by the Controller on a weekly basis.
 - Process scheduled and urgent payments (ACH/EHT, wire transfers, cheques) and provide remittance advice to the vendors.
 - Post processed payments into ERP system.
 - Provide current AP aged Trial Balance to the Controller for Cash Flow update weekly.
- Reconcile petty cash on a monthly basis (or as needed) and request replenishment, when required.
- Prepare monthly AP reconciliation between AP subledger and GL.
- Prepare monthly bank reconciliations.
- Maintain documented AP best practices, identify inefficiencies, and recommend changes for review by senior management.
- Prepare monthly AP accruals
- Assist the controller and / or assistant controller in the variance analysis as per demand
- Performs various financial month-end and quarterly-end analysis and reporting as directed by the Controller.

- Assist in SOX and other audits.

Education and Experience:

- Bachelor's degree in accounting,
- Minimum 7 years work experience in A/P in Manufacturing environment
- Good understanding of GAAP
- Proven work experience of managing all aspects of AP.
- Detail oriented, organized, and able to meet tight deadlines.
- Advanced working experience of MS Excel, MRP/ERP software. A knowledge of Exact Max and Dynamics GP is an asset.
- Self-motivated and result driven; able to work in a fast-paced dynamic environment.
- Proven prioritization, and time management skills
- Excellent written and interpersonal communication skills
- Demonstrated aptitude in dealing with confidential information; uses diplomacy and tact in all interactions.

D & V Electronics Ltd. values their employees. We encourage life-long learning and foster employee personal growth. If you're someone who enjoys working in a creative and innovative work environment, and would like to join our team, please submit your resume and covering letter to: careers@dvelectronics.com or fax us at (905) 264-0502.

We thank all applicants for their interest in our organization, however; only those selected for an interview will be contacted.