



We're hiring!

Accounts Payable Clerk

Montreal, QC

Who you are...

Reporting to the Vice President of Finance Canada, the Accounts Payable Clerk is responsible for paying suppliers in accordance with Schluter Systems policies.

What you'll do...

- Accounts payable and invoice processing
- Invoice matching, coding, and approval verification
- Customs and duty invoice validation
- Vendor account and statement reconciliations
- Investigation and resolution of discrepancies
- Payment status monitoring
- Vendor communication and issue resolution
- Maintenance of accurate financial records
- Support for accounting projects and other Finance activities

We're looking for...

- DEC in Accounting, or other related fields
- 3 to 5 years of experience in a related position
- Bilingual, both oral and written
- Familiarity with accounting softwares (Portolan an asset)
- Demonstrates strong attention to detail

What we offer...

We offer a wide range of benefits, from bonus programs, to retirement planning & assistance contributions, as well as hybrid work model.

For a comprehensive overview of our benefits, please check out our careers page.

What we pay...

\$50,000 CAD - \$60,000 CAD



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