

ACCOUNTS PAYABLE CLERK

Finance Division / Accounting Department

Office Staff Collective Agreement

Group IV Schedule "B": \$20.3659 to \$29.0941/hour (May 1, 2024 rates)

SYNERGY NORTH distributes electricity to approximately 50,000 residential customers and 6,000 commercial customers located in Thunder Bay and Kenora, Ontario. It is our mission to provide outstanding energy services in a safe, reliable, and trusted manner to our communities in order to power people's lives. To do this, we are continuing to build on our strong team of professionals and are looking to hire a full-time permanent position of Accounts Payable Clerk in Thunder Bay, Ontario. SYNERGY NORTH invests in the safety and wellbeing of our employees. We provide a robust training program, and a comprehensive benefits package. The successful candidate is required to reside in Thunder Bay, Ontario.

POSITION SUMMARY:

Under the general direction and guidance of the Accounting Supervisor, is responsible for; ensuring that all vendors, staff and the Board receive all payments necessary for their services; refunding customers; maintaining records and accounts; and providing clerical assistance as necessary.

DUTIES:

- Processes payment of all purchases and/or reimbursements upon receipt of necessary paperwork on a weekly basis, or as required.
- Reconciles vendor statements and contacts them regarding any discrepancies.
- Maintains documentation and works with suppliers to ensure timely processing of refunds.
- Reviews General Ledger distribution numbers on payment requests.
- Preparation of payments for all energy retailers on a weekly basis, with various month end reconciliations for same.
- Prepares manual cheques as necessary for subsidiary companies.
- Prepares the Harmonized Sales Tax Returns on a monthly basis for all companies.
- Transfers funds and receives daily printouts from all bank accounts.
- Downloads cashed Accounts Payable cheques on a weekly basis for the Finance Accounting Clerk.
- Reconciles and reviews distribution for P-Cards on a monthly basis.
- Reconciles various General Ledger accounts on a monthly basis.
- Maintains up to date electronic records in WebDocs.
- Performs such other related duties as may be assigned.

QUALIFICATIONS:**Mandatory:**

- Secondary school graduation together with post-secondary courses in Accounting, or an equivalent combination of education and experience.
- A knowledge of accounting/bookkeeping procedures and principles.
- A demonstrated intermediate/advanced skill and proficiency in computer software applications including Financial applications.
- Demonstrated good customer service, communication and interpersonal skills with a commitment to continuous improvement and teamwork.
- Must be able to meet deadlines with attention to detail.

Preferred:

- Experience with Microsoft Office Software including Excel, Word, and Outlook.
- Experience with Central Square financial modules would be an asset.

Conditions of Employment:

- Must be willing to work overtime as required.
- Must successfully complete a Police Information Check.

TESTING To confirm ability for the position, applicants may be required to take tests related to the job requirements and duties of this position which may be conducted by an independent third party.

Internal and External applications, including a detailed resume and outline of qualifications, will be reviewed starting on **September 25, 2024**, and will continue to be accepted by the Human Resources & Safety Division until the position is filled.

Note: Please submit your application electronically to recruit@synergynorth.ca