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## **Accounts Payable Clerk**

We are seeking to fill the challenging and rewarding role of Accounts Payable Clerk for our Head Office. Reporting to the Office Manager, this position works closely with local vendors and members of the store management team.

### ***Primary Responsibilities include (but are not limited to)***

- review and verify invoices and check requests
- sort, code and match invoices
- set invoices up for payment
- enter and upload invoices into system
- reconcile accounts payable transactions
- monitor accounts to ensure payments are up to date
- research and resolve invoice discrepancies and issues
- maintain vendor files
- correspond with vendors and respond to inquiries
- assist with month end closing
- provide supporting documentation for audits

### ***Education and Experience***

- knowledge of accounts payable
- knowledge of general accounting procedures
- knowledge Microsoft Great Plains would be a distinct advantage
- proficient in data entry and management
- 1-3 years accounts payable or general accounting experience
- Proficient in using Microsoft Excel

### ***Key Competencies***

- organizing and prioritizing
- attention to detail and accuracy
- confidentiality
- judgment
- communication skills
- information management skills
- problem-solving skills
- team work
- ability to meet deadlines
- complete finisher
- dependability, reliability, and commitment

**The hours are Monday – Friday from 8:00 a.m. – 5:00 p.m.**

**The position requires additional hours to be worked at quarter end and from time to time to cover vacations. Some Saturdays may also be required.**

Interested persons should complete an application form and their resume in person or via email to:

**Contact:** The Human Resources Department  
The Shopping Centre, 35 Victoria Street, Hamilton HM 12  
**e-mail:** [hr@marketplace.bm](mailto:hr@marketplace.bm)

**Closing date: August 29, 2018**