**Accounts Payable Accountant**

The Accounts Payable Accountant is responsible for day-to-day accounts payable functions. The individual will be responsible for processing all invoices received for payment and for undertaking the payment of all creditors in an accurate, efficient, and timely manner.

**Accounts Payable Accountant Responsibilities:**

* Prepare merchant cheque payment and invoices, in a timely manner, verifying accuracy, reconciling received invoices from suppliers.
* Record all types of payments in Excel, Google sheets and QuickBooks Online on time and with a high level of attention to details.
* Respond to inquiries from merchants and co-workers in appropriate formats and within reasonable time frames.
* Ensure the confidentiality and security of all financial files.
* Assisting with cashflow and budget planning.
* Other duties as required.

**Accounts Payable Accountant Requirements:**

* Bachelor’s degree in business/finance/accounting.
* Familiar with Quickbooks and/or Quickbooks Online or an equivalent accounting system.
* Proficiency in Google Workplace and Microsoft Excel.
* Experience in processing accounts payable, sub-ledger and general ledger entries and reconciliations.
* Possess extreme attention to detail, ability to maintain a high level of accuracy.
* Excellent organizational, analytical and problem-solving skills.
* Hands-on and highly energetic.
* Ability to work independently and as part of a team.
* Strong communication skills; both written and verbal.
* Ability to adapt to a fast paced and dynamic work environment.
* Ability to multitask and remain motivated and positive.
* Ability to work extended hours as required.