



JOB POSTING

Job Title:	Accounts Payable Administrator
Department:	Accounts Payable
Reports to:	Accounting Manager

About us

Refrigerative Supply Limited is a wholesale distributor of equipment and parts to the HVAC & Refrigeration trade. Founded in 1948, we have been serving Western Canada through 15 branches and pride ourselves on having exceptional customer service, knowledgeable staff, and a well-stocked inventory.

Scope of the position

Perform accounting and clerical tasks related to the efficient maintenance and processing of accounts payable transactions.

Duties and Responsibilities

- Process invoices and cheque requests in a timely manner.
- Match invoices to appropriate documents.
- Code invoices with appropriate general ledger account numbers.
- Ensure proper approval in accordance with company delegation of authority.
- Input invoice information into AP system (Update invoice purchase cost and clear receiving).
- Print and file daily AP reports.
- Prepare and process accounts payable checks.
- Reconcile AP accounts against supplier statements.
- Monitor accounts to ensure payments are up to date.
- Resolve invoice discrepancies.
- Maintain vendor file.
- Correspond with vendors and respond to inquiries.
- Perform month end closing; including the printing of month-end reports.
- Perform a variety of accounting and admin duties as requested.
- Relief reception.

Skills and Qualifications

- Knowledge of accounts payable and general accounting procedures.
- Proficient in Excel, word and Outlook.
- Proficient in data entry and management.
- 1-3 years accounts payable and general accounting experience.
- Minimum of one year post-secondary education in accounting or business administration.
- P21 experience is an asset.
- Organizing and prioritizing.
- Attention to detail and accuracy.
- Confidentiality and judgment.
- Communication skills.
- Problem-solving and customer service skills

Not just a job, a career opportunity!

Leading in the air conditioning, refrigeration and heating sectors for more than 70 years, we know that talented people are essential to maintaining our success in the future. Refrigerative Supply Limited provides an environment where employees leverage their skills, talents, experience and interests to grow professionally and build rewarding careers.

How to apply

Please send your cover letter and resume to hr@rsl.ca with the position title in the subject line.

Refrigerative Supply Limited is an equal opportunities employer. We would like to thank all applicants for their interest; however, only those selected will be contacted.