

## NOTICE OF POSITION AVAILABLE

### Accounts Payable Clerk

Conair is global leader in aerial firefighting, offering the largest privately-owned fixed-wing fleet of specialty aircraft in the world. Operating in Canada, the US, Europe, Australia and beyond, the organization provides a comprehensive range of aircraft, crew, maintenance, and training to support government agencies fighting wildfires. Our long-standing reputation for providing service excellence makes us an industry leader. And one of our strengths is our team, a group of professionals committed to safety and service.

We currently have an opening for a full-time permanent Accounts Payable Clerk position.

Leveraging your excellent communication and customer skills, as an Accounts Payable Clerk you maintain the regular accounting duties for payables within Conair. The main responsibilities of this position include acquiring and processing invoices or expenses, assisting in the reconciliation of accounts and paying or receiving payment from vendors or employees.

#### **In this role your duties will include the following:**

- Code, verify and enter approved accounts payable invoices or employee expenses;
- Process scheduled and unscheduled cheque runs;
- Work with vendors or employees to resolve issues and maintain relationships;
- File related documentation;
- Assist with special accounting projects as required (e.g. audit sample requests).

#### **We are looking for someone with:**

- Working knowledge of Microsoft Excel and Word;
- General knowledge of accounting principles;
- Ability to analyze and solve problems;
- Ability to work independently with minimal supervision;
- Ability to deal with people in a professional and courteous manner;
- Ability to participate in a team environment;
- Ability to identify priorities and action them accordingly.

#### **Training/Education:**

- Completion of Grade 12;
- Minimum 3 years' Accounts Payable experience in a medium to large business environment;
- Experience with large scale, fully integrated accounting software in a multi-departmental business environment is an asset.

If you are qualified and interested in this position, please submit your resume to [comework@conair.ca](mailto:comework@conair.ca) by November 22, 2021 with **Accounts Payable Clerk** in the subject line.

**\*\*\*Must be legally entitled to work in Canada (Canadian citizenship or permanent residency)\*\*\***