



Accounts Payable Administrator

Job Description

Location: 101-2302 Millstream Rd, Langford, BC, V9B 3R3

Job Type: Full-Time, In-Office

Salary Range: \$55,000 - \$65,000 (based on related education and experience)

Position Overview:

Reporting to the Controller, the Accounts Payable Administrator is responsible for the accurate and timely processing of vendor invoices, payments, and related financial records in a high-volume, multi-entity environment. This role plays an important part in maintaining strong vendor relationships and ensuring the integrity of the accounts payable function. The ideal candidate is highly organized, detail oriented, dependable, and proactive, with a collaborative approach and an interest in improving processes.

Key Responsibilities:

Daily:

- Manage the Accounts Payable inbox, routing invoices for approval and responding to vendor inquiries.
- Code, match, and post invoices in Sage Intacct within a multi-entity environment.
- Maintain organized digital records and supporting audit documentation.
- Monitor invoice approvals to ensure payment terms are met.
- Process vendor setup documentation and EFT forms.
- Investigate and resolve invoice discrepancies, credits, and product returns.

Weekly / Bi-Weekly

- Post and reconcile company credit card receipts.
- Collect purchase orders from internal departments and ensure proper invoice matching.
- Prepare bi-weekly payment runs and submit for management approval.
- Update and distribute weekly cash flow reports following payment runs.

Monthly

- Reconcile corporate credit cards and review expense accounts for variances.
- Reconcile vendor statements and ensure accuracy of the accounts payable ledger.
- Assist with month-end and year-end-close activities.

Projects / Process Improvement

- Document and improve accounts payable workflows and vendor transaction procedures.
- Support the implementation and ongoing use of a Purchase Order (PO) system.
- Collaborate with inventory and finance teams on cost tracking and reporting initiatives.

General Responsibilities

- Perform other duties consistent with the role of an Accounts Payable Administrator.
- Support additional finance and administrative tasks assigned to meet operational and financial objectives.

Required Education, Experience and Abilities:

- 2–3 years of experience in an Accounts Payable or accounting role is required; experience in construction, equipment, or service-related industries is an asset.
- Experience working with Sage Intacct or similar ERP systems.
- Strong Excel skills and comfort working with financial data.
- Exceptional attention to detail and a high degree of accuracy.
- Strong organizational, communication, and problem-solving skills.
- Experience in a multi-entity or intercompany environment is an asset.

Key Attributes for Success:

- Strong sense of ownership and accountability.
- Ability to manage priorities in a high-volume environment.
- Collaborative approach when working with internal teams and vendors.
- Interest in improving processes and supporting system enhancements.

Limitations & Disclaimer:

The above position description is meant to describe the general nature and level of work to be performed by the individual in the position. It is not intended to be construed as an exhaustive list of all knowledge, skills, abilities, responsibilities, duties, physical job demands, and working conditions associated with the position.