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**POSITION SUMMARY**

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We have an opening for an Accounts Payable Clerk in our Finance Department. As the Accounts Payable Clerk, you will work with a team of accounting professionals to support full cycle accounting duties. The right candidate must have a good understanding of accounting principles and prior accounting work experience in a collaborative and respectful work environment. The position will report to the Controller at our Flagship location in Langley.

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**DUTIES AND RESPONSIBILITIES**

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- Perform day-to-day full cycle accounts payable activities, including but not limited to matching, coding, entering invoices and payment processing.
- Prepare intercompany journal entries for payment transactions and bank transfers.
- Ensure all expense transactions are entered for month-end and year-end closing.
- Follow up with suppliers, vendors, or other third parties for invoices and purchase price variance.
- Monitor accounts payable aging and GRN trial balance, respond to all related enquiries, and provide support to colleagues at branches.
- Assist with account payable general ledger to sub-ledger reconciliations and month end closing process.
- Monitor transactions for discrepancies and compliance to internal controls and company policies.
- Establish and maintain liaison with a variety of internal and external contacts.
- Perform other accounting or administrative duties as assigned.

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**SKILLS, EDUCATION & EXPERIENCE**

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- Completion of post-secondary certificate or diploma in Accounting or Business Administration
- Minimum 2 years' experience in an Accounts Payable role
- Experience with ERP system with Syspro preferred
- Strong ability to multi-task with good time management and organization skills
- Strong attention to details and proficiency in data posting
- Strong analytical and problem-solving skills
- Strong work ethic and a positive respectful, collaborative attitude
- Excellent verbal and written communications skills
- Proficiency with Microsoft Office; Excel, Word and Outlook
- Must be legally able to work in Canada

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**THE REDWOOD ADVANTAGE:**

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- Health, Vision and Dental Benefits
- RRSP matching program
- The opportunity to work with a fun and growing organization
- Work for an “essential service” company
- Room for growth and advancement



**ACCOUNTS PAYABLE CLERK  
LANGLEY, B.C.**

- Casual business dress environment
- Regular employee appreciation events
- Amazing supportive culture!

**HOW TO APPLY:** If this role is of interest to you, please send us your cover letter and resume to [careers@redwoodplastics.com](mailto:careers@redwoodplastics.com), no later than May 13<sup>th</sup>, 2022.

***Job Type: Full-time***