



ACCOUNTS PAYABLE

SECON Group is a well-diversified, industry leader with extensive experience in the construction, mining, oil and gas, and power generation sectors. We looking to grow and continue to go into new sectors with new people joining our team every day.

Position

Reporting to the Senior Accountant, you will be responsible for a variety of accounts payable functions.

This position will be 8 hours per day, 5 days per week, Monday – Friday.

This position will be located in Saskatoon or Esterhazy, SK.

Job Duties

- Acquire and post invoices into TimberScan or Sage
- Review accounts payable invoices ensuring that they aligned with Purchase Orders and coded accurately, save to Timber Scan file
- Review Purchase Orders/Contracts to ensure that the vendor is invoicing accordingly
- Review and confirm taxes, PST/GST
- Assist with reconciliation of Visa Statements
- Assist with cheque runs and compiling backup
- Assist with reconciliation of the bank statements
- Setup new Vendors/Subcontractors in Sage
- Handle customer correspondence/inquiries in a professional manner
- Review Statements to ensure that all invoices have been received
- General accounting duties and other duties as assigned.

Qualifications:

- Well organized and strong attention to detail and accuracy
- At least one year Administrative and Accounting experience considered an asset
- Proficient in Microsoft Office: Word, Excel and Outlook
- Must be a team player willing to complete a variety of tasks
- Ability to learn quickly, and have strong management and organizational skills
- Ability to meet deadlines in a fast-paced Construction Industry



Total Compensation

With this opportunity, SECON Group of Companies offers a competitive Total Compensation Package, including fair and equitable wages and a comprehensive group benefit plan.

Application Process

Please apply by sending a cover letter and resume to recruiting@secon.ca. Please include in your cover letter why you are interested in the job and which skills, experience, and/or education make you an excellent candidate for SECON Group.

The start date is as soon as the successful candidate is available.

We thank all applicants for their interest; however only those candidates with cover letters and resumes who fit the needs of the company will be contacted.

Closing Date

Open until suitable candidate has been hired.