



## Accounts Payable Administrator

South East Construction L.P. is a union-based, multi-trade, industrial construction, and maintenance company. Part of the SECON Group of Companies, with site locations throughout Western Canada, South East Construction L.P. takes great pride in providing a safe and rewarding work environment for our employees as we continue to diversify and grow.

### Position

Reporting to the Accounting Lead, and working closely with the Accounts Payable Lead, you will be responsible for assisting with all Accounts Payable functions within the organization.

This position will be Monday – Friday, 8-hour days, 5 days a week.

This position will be located at Esterhazy, SK.

### Job Duties

- Acquire and post invoices into TimberScan or Sage 300 CRE;
- Review accounts payable invoices for accuracy;  
This includes aligning Purchase Orders to vendor invoices, assess coding for accuracy as per internal job costing structure, ensure taxes are processed accordingly to provincial legislations, review that vendor compliance is maintained and internal approval procedures are followed;
- Reconcile vendor statements and resolve any outstanding items;
- Assist with reconciliation and processing of Corporate Visa's and Employee Expense Reimbursements;
- Assist with the preparation of vendor payments via cheque, EFT and wire;
- Respond to vendor inquiries and liaise with various internal departments as required;
- Perform various reporting requirements requested by Finance, Management and external Auditors
- Complete various other administrative and filing duties as assigned;

### Qualifications:

- One year certificate in Administration, Business or Accounting preferred;
- Minimum 2 years accounts payable or related experience considered an asset;
- Proficient in Microsoft Office: Word, Excel and Outlook;
- Requires strong attention to detail and accuracy;
- Must be a team player willing to complete a variety of tasks;
- Ability to meet deadlines in a fast-paced Construction Industry;
- Ability to learn quickly, with strong communication, time management and organizational skills;

### Total Compensation

With this opportunity, South East Construction LP 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](mailto: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 this role.

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.