



Accounts Payable Clerk

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 Departmental Lead, you will be responsible for performing the Accounts Payable functions within the organization.

We offer a modified work arrangement. Hours will be Monday – Thursday, 9-hour days with the working Friday an 8-hour day and every second Friday off.

This position will be located at Esterhazy, SK.

Job Duties

- Acquire, review and post vendor invoices into the accounting systems;
 - Align Purchase Orders against vendor invoices and review for discrepancies;
 - Assess coding for accuracy as per internal job costing structure;
 - Ensure taxes are processed according 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;
- Assist in the completion of bank reconciliations;
- Perform weekly, monthly and annual reporting requirements as requested by Management and external parties;
- Complete various other administrative and filing duties as assigned;

Qualifications:

- One year certificate in Administration, Business or Accounting preferred;
- Minimum 1 year accounts payable or related experience preferred, but willing to train the right candidate;
- 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. 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.

