



Location: Toronto, Ontario

Job description

Harte Gold is looking for an experienced Accounts Payable Clerk to join our Toronto office. The incumbent will be responsible for processing accounts payable on a timely basis, preparing expense reports, reconciling vendor accounts, maintaining vendor files, checking supporting documentation and other related day-to-day book-keeping duties. This is a high volume, fast-paced environment and requires ability to work with accuracy and attention to detail within deadlines.

Position Responsibilities

- Ensure all supporting documentation are properly reviewed and authorized
- Input invoices into ERP system and Quickbooks Pro
- Preparation of invoices for bi-weekly check runs
- Maintain physical vendor files for paid and unpaid bills
- Set up and maintenance of vendor accounts in ERP system
- Reconcile vendor accounts with statements and investigate any discrepancy
- Processing supplier invoices on a daily basis
- Respond to vendor inquiries
- Assist with other accounting and finance projects as required

Minimum experience and education

- Post-secondary education in accounting or related business field
- 3-5 years' full-time Accounts Payable work experience, preferably in the mining industry
- Proficiency in Quickbooks Pro / Premier
- Working experience in ERP system an asset
- MS office with advanced skills in Excel and Word

Expected technical skills and abilities

- From day one, prepare and input AP and JV data in Quickbooks Pro
- Within the first week of training, become proficient in inputting and extracting relevant AP information from ERP system
- Work within deadlines with high attention to detail and accuracy
- Have excellent interpersonal and communications skills
- Be a team player, driven and self motivated

Please email your resume and cover letter explaining why you think you would be a fit for this position, to AP-Job@hartegold.com.

Harte Gold is an equal opportunity employer. We thank you for your interest. Shortlisted candidates will be contacted by email. **No agencies nor phone calls, please.**