



Position: Accounts Payable Clerk

Location: Coquitlam, BC

- Exciting opportunity for a motivated Accounts Payable Clerk looking to join a market leader
- Be challenged at work every day in a high-volume, fast paced role
- Join a team-based culture and enjoy great benefits, including flexible group extended health, dental and life insurance, health and wellness spending accounts and Group RRSP Matching Program

About the Organization:

Skeans Pneumatic and Automation Inc. is one of Western Canada's leading Pneumatic & Electrical Automation and Compressor Room Systems distributors, with six full-service locations in British Columbia, Alberta, Saskatchewan and Manitoba.

For 50 years, our family owned and managed company has provided automation and compressed air solutions to a diversified industry base across Western Canada.

Whether our clients need a compressed air energy audit, special pneumatic cylinder designs, electric actuation, robotics, optical sensors or machine safety systems, we have the right solution! To learn more about us, please visit our [website](#).

About the Opportunity:

Skeans Pneumatic and Automation Inc. has an exciting opportunity for an **Accounts Payable Clerk** to join the team at our headquarters in Coquitlam, BC.

In this role, you will be responsible for paying our corporate expenses in a timely and organized manner to support an efficient and accurate financial framework. In a dynamic small business environment, organization and time management is key, as well as a can-do attitude to contribute to corporate accounting projects.

As a dedicated team player, the ability to multi-task with strong attention to detail and organization skills is key. You will be able to prioritize and manage time to meet deadlines on an ongoing basis, as well as to adapt to changing priorities in a dynamic environment.

You will also be required to use your accuracy and analytical skills to carry out the following duties:

- Efficiently code and enter invoices for payment, including; freight, customs, and general office expenses
- Process approx. 30 monthly expense reports on a timely basis, including credit card expenses and cash expenses
- Respond to A/P incoming inquiries proactively, and maintain A/P records and filing
- Produce accurate weekly and monthly cheque/EFT runs according to a pre-planned schedule
- With attention to detail, reconcile aged A/P and review supplier statements (monthly)
- Resolve invoice discrepancies and issues, daily basis
- Set up and maintain vendor files
- Support with accounting month-end and year-end tasks
- Assist with financial projects; including budget tracking and cost accounting

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This is the perfect opportunity for candidates with 1-2 years' experience in an Accounts Payable or similar role. A post-secondary diploma with focus on accounting or bookkeeping experience preferred.

Our ideal candidate will have demonstrated experience working independently and collaboratively with teammates, while prioritizing work load through communication and organization skills. Experience using computer programs such as Outlook and Excel will be an asset.

A positive, can-do attitude will set you up for success and most importantly adaptability as no two days are the same in this dynamic role!

Our close-knit team at SKEANS all strive to embody our values of: Integrity, Trust, Knowledge, Respect, Teamwork, Consistency, Family, Commitment, and Fun and ideally our successful new candidate will do the same.

About the Benefits:

In exchange for your hard work and dedication, you will be rewarded with a **competitive remuneration package** based on your skills and experience. You will also receive a great range of benefits, including:

- Comprehensive group insurance
- Extended group health and dental benefits
- Healthcare and Wellness Spending Accounts
- Group RRSP Matching Program
- Comprehensive internal and external training programs
- Continuing Education support

If you enjoy working in a fun, team-based environment and possess the drive to take on an exciting new challenge - Apply Now!

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