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| **ACCOUNTS PAYABLE ADMINISTRATOR** |

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| **ACCOUNTS PAYABLE ADMINISTRATOR (Term Position – Maternity Leave cover -1.0 FTE)** |
| This role is a term position for a **1 year Maternity Leave cover**. It is to support YW Calgary’s business goals and objectives by ensuring that the functional area of Accounting and Financial Services, Accounts payable and related reconciliations are correctly completed in a timely manner.  This role requires experience in Accounts Payable and General Accounting. It also requires accurate and timely record keeping in line with organizational standards. The person in this role will respond to vendor inquiries, clarifying and resolving outstanding issues. |
| **WHAT MOVES YOU** |
| * Providing excellent support to programs and quality service to employees and clients. * Building relationships and communicating with vendors and purchasers. * Excellent record keeping and data maintenance with a keen eye for detail. * Working in a fast-paced environment, you work well independently and enjoy analyzing and solving problems. |

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| **WHAT YOU’LL DO** | **WHAT YOU’VE DONE** |
| * Review coding on all invoices for accuracy and ensure appropriate authorization has been made. * On a weekly basis, batch, validate, and post invoices plus maintain cheque registers and run cheques. * Responsible for monitoring and updating of signing authorities. * Reconcile monthly vendor statements. * Ensure the day to day accounts payable functions are completed. * Coordinate and manage staff expense reimbursement and MasterCard Statement reconciliations. * Complete monthly and year end accounts reconciliations making necessary General Ledger adjustments. | * 1 to 3 years’ experience needed. * A minimum of a High School Diploma, accounting courses are considered an asset. * Experience with Financial Edge or other Computerized Accounting System required. * Strong Microsoft Excel skills required. * Strong attention to detail and good communication skills are needed. * Non-profit experience would be an asset. |

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| **If you want to work to change lives, we want to meet you.** |
| **Please** [**click here**](file:///P:\People%20Services\Talent%20%20Acquisitions\Accounts%20Payable%20Administrator.pdf) **for or a full job description**  Competition Number: **2019063** Deadline: **September 2, 2019**  [www.ywcalgary.ca/work-with-us](http://www.ywcalgary.ca/work-with-us)  Apply today with covering letter, salary expectations and resume to [careers@ywcalgary.ca](mailto:careers@ywcalgary.ca) |