



Accounts Payable Lead / Manager – Port Coquitlam, BC

A tremendous opportunity for an experienced finance person with a progressive, people-oriented company...

CIMS Limited Partnership, is seeking an **experienced, business minded, solution driver** with **proven accounting experience** to fill the role of **Accounts Payable Lead / Manager**.

CIMS LP is 100% Canadian owned and operated mechanical contractor serving locations across Canada. CIMS provides services in the heavy industrial sector including the largest plant shutdowns and complex industrial projects in the Oil & Gas, Mining & Industrial, Pulp & Paper, and Power Generation industries. In addition to being an industry leader, CIMS is passionate about hiring and retaining the market's best talent and offers exciting work, training & development, engagement and opportunities for growth to all of its employees.

In the position of **AP Lead / Manager**, reporting to the Regional Controller, you will be responsible for managing and overseeing the Accounts Payable team and the execution of the full accounts payable cycle including financial, administrative, and clerical services activities to ensure effective, efficient, and accurate financial and administrative operations.

You will be accountable for:

- Manage all daily and monthly full cycle Accounts Payable functions.
- Support all monthly, quarterly, and annual planning, and reporting requirements.
- Interact with field administration and project managers to ensure account payable policies & procedures are followed, inquiries, etc.
- Understand and support the purchasing processes
- Lead, mentor, coach and develop accounts payable team members

To be successful in this role you must have:

- Completion of a 2 -3 year college program in business administration or;
- 2 – 3 years of related experience plus completion of secondary school is required.
- Must possess a minimum of 2 years of hands-on experience in accounting field, specifically accounts payable administration in a supervision role.
- Working knowledge of ERP system an asset (experience with SAGE CRE is preferred).
- Must be proficient in computer applications i.e., Windows, Excel, Word, Outlook.
- Must be able to work overtime or under pressure to meet deadlines.
- Must possess good communication skills, both verbal and written.
- Must possess exceptional interpersonal skills – interface with management, customer, vendors, and employees daily.
- Maintain confidentiality of all information received from the company.
- Must be well organized, be able to prioritize and able to work with minimum supervision.
- Demonstrate attention to detail and a high level of accuracy.

If you feel you are qualified for this role, please submit your resume through HR@CIMSLTD.COM

Only candidates who are most qualified for the position will be contacted.