



Account Payable Associate – Port Coquitlam, BC

CIMS Limited Partnership, is seeking **organized, problem solver** with **accounting experience** to fill the role of **Accounts Payable Associate**.

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 **Accounts Payable Associate**, reporting to the **AP Manager**, you will be responsible for providing financial, administrative, and clerical services in order to support the accounts payable activities to ensure effective, efficient and accurate financial and administrative operations.

You will be accountable for:

Triage

- Receive and verify invoices
- Download invoices and acquire into appropriate TimberScan queues
- Tag invoices and other files as required in TimberScan
- Forward out of town invoices to appropriate AP team members

AP Processing

- G/L and Job Cost Coding for invoices and expenses
- Process Subcontractor and Supplier Invoices
 - Match to Work Orders and receiving documents, verify prices, extensions and taxes
- Processing Cheque Requisitions
- Processing Employee Expenses
- Processing Independent Subcontractor invoices
- Troubleshoot and research invoice issues including outstanding credits, open invoices, invoices pending approval, etc.
- Verify accuracy of all relevant supporting documents
- Prepare weekly Canadian and USD cheques, including forwarding cheques for signature
- Prepare weekly EFT payments
- Prioritize invoice payments in accordance with probability of cash discounts as well as other terms of payment
- Reconciliation of vendor statements

Record Management

- Oversee/Manage AP Email accounts
- Maintain computerized and hard copy records
- Maintain vendor files
- Maintain vendor EFT and mailing details
- Maintain log of all cheques and prepare cheques for mailing

Additional Duties

- Prepare analysis of accounts, vendors, invoices as requested
- Correspond with vendors and respond promptly to inquiries
- Vendor reconciliations as required
- Month end accrual of all outstanding invoices as needed
- Support to Regional Controller and Executive team as needed in AP matters
- Evaluate payables cycle to generate alternatives to improve the overall efficiency and effectiveness of payables cycle
- Process various business transactions according to established procedures
- Perform other related duties as assigned

To be successful in this role you must have:

Required:

- Completion of a 2- or 3-year college program in business administration or 2 years of hands-on experience in accounting field, or a combination of the two.
- Proficient in computer Office Suite applications i.e. Windows, Excel, Word, Outlook.
- Strong verbal and written communication skills
- Ability to work professionally and proactively with business segment leaders regarding their particular business needs while enforcing Accounts Payable department standards.
- Exceptional interpersonal skills – Direct interactions with management, clients, vendors, and employees
- Maintain confidentiality of all information received from the company.
- Well organized and able to work with minimum supervision.
- High level of attention to detail and a high level of accuracy.
- Ability to prioritize tasks in high volume environment

Preferred

- Working knowledge of ERP system, specifically TimberScan and Sage300, preferred.
- High Volume Accounts Payable experience preferred
- Willingness to work overtime during Month End / and during peak season as needed

Working Conditions include:

- Office environment, working to deadlines, high stress situations (i.e. collections, investigations, etc)
- May be required to work outside of normal work hours on occasion to meet deadlines.

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

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