

## Accounts Payable Analyst

Our company, a worldwide manufacturer & distributor of pet products, is seeking an Accounts Payable Analyst to join our team! Reporting to the Controller, the incumbent will be mainly responsible for the entering of supplier invoices and reconciliation of statements.

### Responsibilities:

- Coding and entry of supplier invoices, including time sensitive invoices with discounts.
- Review and reconciliation of supplier statements.
- Communicate with internal staff and external suppliers.
- Audit GST/QST to ensure accuracy.
- Review of bank statements and reconciliation of cheques.
- Maintain good internal records to ensure month end close is complete.
- Maintain intercompany accounts and ensure they are always in balance.
- Filing of invoices.
- Operate in a multi-currency environment (CAD, USD, EUR).
- Respond to year-end audit requests.

### Qualifications

- 1-3 years' experience in a related field.
- Analytical skills.
- Excellent communication and written skills both in French and English.
- Able to multi-task within a fast-paced environment.
- Intermediate computer skills, including Excel and Outlook.

If you are passionate about taking the next step in your career and you want to be part of a successful company, do not miss out on this opportunity; send in your CV and cover letter today to [hresources-can@rchagen.com](mailto:hresources-can@rchagen.com).

We thank all applicants who apply, but only those selected for an interview will be contacted.