



## Accounts Payable Administrator

*Anything. Possible.*

**NorLand Limited** is a diverse group of 15 specialized heavy construction businesses that have been serving the construction industry since 1954. Their Brand Promise is to continue making **Anything Possible** – just as they've been doing for over 65 years.

We are currently looking for a new team member with exceptional attention to detail and a background in the construction sector to fill the role of **Accounts Payable Administrator**. Located in Burnaby, BC, the **Accounts Payable Administrator** will be responsible for the billing of completed work orders in an accurate and timely manner, assisting with data entry and performing other administrative duties as needed.

### **Key Responsibilities:**

- Process accounts payable invoices in accounting system
- Identify correct routing of approval and follow up with Project Managers on approval status
- Coordinate payment with Accounts Payable Coordinator
- Perform three-way match for vendor Invoices. Reconcile and resolve any discrepancies
- Maintain communication with vendors, request vendor statements and agree to company records
- Maintain AP aging, including follow up of invoices on hold and credit memos
- Maintain proper filing system, scanning and linking of supporting documents
- Perform credit card reconciliations
- Reconcile sub-ledger balances to GL
- Provide information for weekly cash flow reports
- Generate reports and statements for internal use, as requested
- Assist with process improvement
- Backup support for other accounting functions
- Other duties as needed

### **To qualify for this role, you must have:**

- Bachelor's degree or diploma in Business or Accounting is preferred
- 1 to 3 years' A/P experience in a construction environment is preferred
- Proficient with MS Office Software (Word, Excel, Outlook)
- Previous experience working with ERP systems is an asset
- Ability to work independently and as a team player
- Excellent communication skills
- Attention to detail and accuracy in data entry
- Excellent time management, prioritization, multitasking and organizational skills

If you feel you are qualified for this role, please submit your resume to [recruitment@norlandlimited.com](mailto:recruitment@norlandlimited.com)

*We are committed to equity, diversity and inclusion in our recruitment and hiring practices.*