



Accounts Payable Clerk – Port Coquitlam, BC

CIMS Limited Partnership, is seeking an entry level candidate that has basic accounting knowledge, that can collaborate and communicate effectively to fill the role of **Accounts Payable Clerk**.

In the position of **Accounts Payable Clerk**, you will be responsible for providing financial, administrative, and clerical assistance in order to support the accounts payable activities to ensure effective, efficient, and accurate financial and administrative operations.

You will be accountable for:

- Processing Independent Subcontractor and Supplier Invoices: match to work orders and receiving documents, verify prices, extensions, and taxes. Prioritize cash discounted invoice payments in accordance other payment forms. G/L and Job Cost Coding for invoices and expenses. Processing Employee Expenses.
- Receive and verify invoices and all relevant supporting documents. Download invoices and acquire into appropriate queues. Tag invoices and other files as required. Forward out of town invoices to appropriate AP team members. Month end accrual of all outstanding invoices as needed.
- Prepare weekly Canadian and USD cheques, weekly EFT payments, processing cheque requisitions. Reconciliation of vendor statements. Maintain computerized and hard copy records, vendor files, vendor EFT and mailing details, log of all cheques and prepare cheques for mailing. Additional duties as assigned.

A successful candidate would be a well-organized self-starter who has excellent administrative abilities to support business objectives in a high-volume environment. Professionally verbal and written communication with direct management, clients, vendors, and employees. Strong integrity values to maintain confidentiality of all information received from the company. High level of attention to detail and accuracy of work. 1 year of hands-on experience in accounting field, or a combination of both related education and experience. Proficient in computer Office Suite applications i.e. Windows, Excel, Word, Outlook.

Working conditions you can expect while performing your role include working in an 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.

About Us:

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. We have been certified as a Canadian Workplace Culture Leader and has earned the ranking of Canada's Top Workplace Culture Innovators!

CIMS LP is committed to ensuring that reasonable accommodations are made available to person with disabilities during the recruitment, assessment and selection processes and, in consultation with job applicants, provide reasonable accommodations upon request.

We particularly welcome and encourage applications from Indigenous Peoples, women, the LGBTQIA2 community, mature workers, people with disabilities and people from different cultural backgrounds.

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

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