

Position Title:	Accounts Payable Clerk	Location:	Leamington – Central Office
Department:	Accounting	Wage Grid:	O6
Reports to:	Accounts Payable Lead	Direct Reports:	None

Highline Vision and Values:

We aim to passionately nourish people, community and environment, through embracing our core values which include:

We do the right thing, always. We lead the way. We are fanatical about quality. We are transparent in our relationships. We always consider the human element. We embrace diversity and inclusion.

Position Summary:

Provide accounting, administrative and clerical services related to the accounts payable cycle. This generally includes timely and accurate record keeping, verification of invoices, and processing payments so that suppliers are paid within terms.

Expected Outcomes:

1. **Leadership & Code of Conduct**
 - a. Embrace and support the Highline culture and values, acting as brand ambassador at all times
 - b. Interact with others in a manner that promotes respect, confidentiality, and dignity
 - c. Develop and actively foster an engaged work force, displaying professionalism at all times
2. **Safety**
 - a. Adhere to the Safety Policies, including use of proper Personal Protective Equipment (PPE) and other safety equipment
 - b. Report unsafe conditions immediately to Direct report or Safety Advocate
 - c. Report all incidents, injuries or near misses immediately to Direct report or Safety Advocate
 - d. Cooperate in the Early & Safe Return to Work Program if an injury or medical illness requires accommodation.
3. **Accounts Payable**
 - a. Save electronic invoices from Accounts Payable email in accordance with established naming convention
 - b. Perform 3-way match on invoice and post invoice in SAP S4/Hana Fiori
 - i. Reconcile variances with purchasing and receiving
 - c. Review non purchase order supplier invoices and associate expense reports for correctness and record payable to the appropriate GL account and cost centre
 - d. Review and record coding of credit card transactions in Microsoft Excel for upload in SAP S4/Hana Fiori
 - e. Prepare cheque and wire payment runs; facilitated accurately with high attention to detail
 - f. Written and verbal supplier communication and follow-up in a professional and timely manner
 - g. Record all input taxes (GST/HST/QST/PST) properly in SAP S4/Hana Fiori
 - h. Reconcile supplier statements with Supplier line items as received
 - i. Electronic document filing in accordance with department protocol
4. **Month End**
 - a. Regularly complete Accounts Payable tasks to facilitate month end close within 1 day
 - b. Support calculation of all prepaid assets, accrued liabilities and capital asset summaries with copies of invoices saved in accordance with department protocol
 - c. Review goods received not yet invoiced report to ensure completeness of liabilities
5. **Administrative Support**
 - a. Provide administrative support in order to ensure effective and efficient office operations
 - b. Provide administrative support with mailing and courier services
 - c. Maintain and keep confidential and secure the financial document filing system and files
 - d. Greet and assist visitors when required
 - e. Answer phones when required

6. Data Sharing

- a. In support of all departmental operations, reporting of requested information to Executive, Managers or Supervisors across all divisions will be required on a varying basis.
- b. A cooperative, supportive and team approach must apply.

7. Other Duties

- a. As reasonably requested in aid of Highline operations or culture compliance, perform any other duties that may be assigned.

Qualifications & Experience:

Education & Past Experiences:

- Post Secondary education in related topic required;
- 2-3+ years of accounts payable or general accounting experience preferred or equivalent work experience.
- Advanced training and skills in Microsoft Office and SAP S4/Hana or other comparable ERP system

Personal Attributes:

- Demonstrable strong organizational skills and the ability to prioritize.
- Attention to detail and accuracy
- Above average analytical skills, the ability to problem solve
- Capable of independent and self guided work
- Excellent interpersonal communications skills
- Professional behaviours, specifically maintaining confidentiality.

Other:

- Eligible to work in Canada.
- Fluent in verbal and written English.

Required Training:

Orientation training, including, Food Safety, Attendance Policy, Conduct Policy, AODA, WHMIS, Incident Response and Reporting, Emergency Response Plan, Return to Work and Disability Management, Ergonomic Policy and the Highline Stretching Program, Workplace Violence, Harassment, Sexual Harassment and Bullying Policy, Health and Safety Policy and MOL Worker Awareness.

Other training as identified from time to time by the company.

Working Conditions:

Weekend and/or evening and some holiday work, and position require a willingness to work a flexible schedule.

This job description should not be construed as an exhaustive list of duties and responsibilities to be performed by persons assigned to this position. It is not intended to limit or in any way modify the right of the manager or supervisor to assign, direct, or control the work of associates under his or her supervision. Job descriptions may be revised at any time during the course of employment as required.

By signing below, I acknowledge that I have reviewed and accept the responsibilities noted within this job description.

Signature

Date