

SUZUKI CANADA INC. JOB DESCRIPTION	
Location: Barrie, Ontario	Department: Finance - 85
Job Title: Accounts Payable Administrator	
Reports to: Assistant Controller	
Date: August 6, 2019	

OVERVIEW

This position is responsible for the accurate and timely recording of accounts payable transactions along with other duties required in the operation of the day to day business.

ORGANIZATIONAL STRUCTURE

This position reports directly to the Assistant Controller.

SPECIFIC ACCOUNTABILITIES

- Match invoices with purchase orders and receiving documents.
- Review and verify invoices for G/L coding, amounts, payment terms, authorized approvals and other related information.
- Post invoices into accounting software and print daily reports.
- Perform the AP cheque disbursements
- Maintain AP vendor files.
- Process and reconcile all AP Intercompany accounts.
- Maintain wire payment records to intercompany accounts.
- Ensure installment payments are paid according to schedule.
- Ensure vendor statements are up-to-date.
- Handle vendor/employee inquiries and prepare stop payments when necessary.
- Reconcile AP trade accounts on a monthly basis.
- Review and verify all AR rebates and adjustments for G/L coding, amounts, payment terms, authorized approvals and other related information, prior to entry.
- Handle customer/employee/vendor inquiries when necessary.
- Assist with month end closing process

EXPERIENCE, COMPETENCIES AND SKILLS

- College Diploma in Business, Accounting / Finance is preferred
- Minimum 2 years of experience in an Accounts Receivable, Accounts Payable or an Accounting Clerk role
- Knowledge of Microsoft Office is required
- Prior experience with J.D. Edwards is preferred