



## **Job Posting**

**Position:                   Accounts Payable Administrator**

**Department:               Accounts Payable**

The Accounts Payable Administrator is responsible for processing payments to vendors in accordance with internal procedures.

Key Position Functions:

- Match purchase orders / receipt registers to invoices
- Enter data into the ERP system
- Stamp and code paperwork with invoice information
- Assign GL coding to invoices where required
- Prepare invoices for payment by ACH, Cheque, and Wire transfer
- Prepare all payments for payroll department
- Maintain vendor banking information and files
- Troubleshoot with branches and purchasers regarding GL codes and questions that arise regarding purchases and vendors
- Perform other related duties as assigned

Preferred candidates will possess a combination of the following:

- Related accounts payable certificate or education
- Minimum 1 to 2 years of Accounts Payable experience
- SAP experience is required
- Familiarity with processing payments in various systems
- Computer proficiency using MS Office applications (Word, Excel, Outlook)
- Accuracy and attention to detail and adherence to corporate procedures
- Strong communication (oral and written), interpersonal, organizational and time management skills
- Solid problem solving, analytical and decision making skills
- Aptitude for numbers and strong quantitative skills

Stream-Flo offers a competitive salary, profit sharing and a comprehensive benefit program to prospective employees, as well as the opportunity to work in an

entrepreneurial environment, characterized by continued growth and strong business results.

We thank all applicants for their interest. However only those candidates identified for further consideration will be contacted.

Apply to:

Email: [careers@streamflo.com](mailto:careers@streamflo.com)

Online: <https://www.streamflo.com/en/career/>