

MTY Group is a dynamic and rapidly expanding company. With over 50 banners and 5000 units under management, we are seeking a highly-driven and motivated accounts payable clerk to handle the day-to-day accounting functions related to account payable for multiple banners and other miscellaneous accounting duties.

### **Role and responsibilities**

- Accounts payable invoice processing
- Issuing payment on a timely basis
- Reconciliation of vendor statements
- Filing
- Administrative support on special on-demand projects
- Reports to Divisional Controller

### **Requirements**

- Strong verbal and written skills (English Cegep diploma – preferably in commerce)
- Excellent computer skills using Microsoft Office products: Word & Excel
- Well-developed interpersonal, analytical and problem solving skills
- Ideal candidate must be detail oriented and have great communication skills
- Ability to learn new software systems and manipulate data for insights
- Knowledge of ACCPAC accounting software an asset
- Experience working in a fast paced environment with the ability to adjust quickly to change
- 3 to 5 yrs experience in a similar role

Job Type: Full-time