MTY Food Group is looking for an accounts payable clerk. MTY is an established dynamic growing company who manages 101 banners and 5,900 restaurants. The successful candidate will be a highly-driven and motivated team player who enjoys working in a fast-paced environment and is looking for a career that can offer growth and opportunity.

Role and responsibilities

- Accounts payable invoice processing for multiple banners
- Issuing payment on a timely basis
- Reconciliation of vendor statements
- Administrative support on special on-demand projects

Requirements

- Strong and effective verbal and written communication skills (English and French)
- Cegep diploma in accounting
- Detail-orientated, advanced in Microsoft Excel
- Ability to deal effectively with vendors and team members
- Positive outlook with the ability to adjust quickly to change
- Ability to learn new software systems and manipulate data for insights
- 2-5 years experience in a similar role
- Knowledge of ACCPAC accounting software is considered an asset

Please note that any offer of employment will be conditional upon a background check, including a criminal record check.

If you are interested by this position, please forward your resume by email to: HR@mtygroup.com