

ACCOUNTS PAYABLE TECHNICIAN

Location: Montréal, Québec, Canada

Job Status: Full Time

Date Posted: 04/11/2024

Position Summary:

The Accounts Payable Technician, reporting to the Director of Finance, will have strong analytical and interpersonal skills, organization skills, as well as proficiency in A/P functions and general accounting principles. This individual will become a key player in building successful relationships with our suppliers.

Essential Duties and Responsibilities:

- Scan, review, and verify invoices.
- Ensure proper allocations of expenses across departments, products and projects.
- Match and process invoices in the accounting system.
- Prepare and validate weekly payment runs (ACH, Wire, etc.), as well as send out payment remittances to all suppliers paid.
- Work closely with purchasing department and receiving department to solve discrepancies between invoices, orders and receipts.
- Reconcile and analyze accounts payables statements.
- Coordinate with various departments and resolve invoices issues.
- Assist with month-end closing.
- Ensure the application of internal controls.
- Participate in the continuous improvement of accounts payable procedures.
- Promotes, personifies, and contributes to the improvement of the company's values and mission.

Supervisory Responsibilities:

- None

Competencies:

- **Communicating the vision:** Conveys the organization's values and goals; inspires commitment to the vision; creates significant events to facilitate and recognize the achievement of the mission.
- **Critical thinking:** Thoroughly analyzes situations; seeks more information; validates the information that is provided; has a critical mind.

- **Rigor:** Keeps his work area neat and tidy; develops methods; is systematic, orderly, and precise; does accurate work.
- **Teamwork contribution:** Feels a need to help people who are having trouble; helps those in need; feels a sense of duty towards others.

Qualifications:

Required

- Knowledge of the accounts payable process.
- Ability to manage a large volume of invoices.
- 2-3+ years' experience in a similar role.
- Ability to work on multiple projects simultaneously.
- Hands-on approach.
- Excellent analytical and problem-solving skills.
- Bilingualism (French and English) both orally and in writing.

Desired

- Strong communication, presentation, and leadership skills.
- Previous experience working with SAP.
- Knowledge of Microsoft Office products such as Word, Excel, PowerPoint, and Outlook.
- Experience with project accounting.

Other Qualifications:

- Ability to adhere to Adacel's Drug Free Workplace Policy.
- Ability to pass an Adacel background check (if requested).

Physical Requirements:

- Minimal physical effort (e.g. lifting, pushing, and moving heavy objects).
- Occasional lifting – less than 25 lbs.
- Repetitive wrist, hand, and finger movement.

Work Environment:

- Normal office environment.
- Typically sitting at a desk.
- Hybrid.

Benefits:

- Work schedule 9/80 (Every other Friday off work).
- 4 weeks' vacation.
- Hybrid teleworking environment.
- Full employer-paid insurance program from first day of employment.
- RRSP, DPSP (employer contribution) and TFSA.

How to Apply:

- You may apply by emailing your resumé to careers@adacel.com
- Include the position title in the subject line of your message.

About Adacel:

Established in 1987, Adacel is a publicly traded company listed on the ASX. The company plays a significant role in global air space safety. A world-leader in its industry, Adacel applies cutting-edge technologies to develop advanced air traffic control simulation and training systems and state-of-the art air traffic management solutions. Adacel's customers include international air navigation service providers (ANSPs), military, defense & security organizations, universities, and airport authorities. More than 21% of the world's airspace is managed with Adacel's Aurora ATM software. MaxSim Tower Simulator and Training systems lead the industry with the highest number of installations worldwide. MaxSim is also the first ATC simulation system in the world to deliver Virtual and Mixed Reality training capabilities into the classroom. Adacel's latest flagship system, REVAL, a digital Air Traffic Control (ATC) tower system delivers a wide spectrum of digital tower operational solutions, from consulting services to system design, development, deployment, and support. For more information, please visit adacel.com.

Adacel is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, and protected veteran status. color, religion, sex, sexual orientation, gender identity, national origin, disability, and protected veteran status.

Disclaimer:

This job description reflects management's assignment of essential duties and responsibilities. It does not restrict the duties and responsibilities that may be assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential duties and responsibilities. If this job has a travel requirement, note that the frequency of travel may increase at any time due to adjustments in Adacel's business needs.