

Accounts Payable Clerk

Position Overview

Administer the full accounts payable cycle for our construction projects and some property management. The successful candidate will have knowledge of the general accounting principles and bookkeeping duties.

Responsible for the following:

- cash receipts, and banking (deposits)
- bank reconciliations
- processing of daily and bi-weekly cheque runs
- match supplier invoices with P.O. to ensure all invoices have been received and billed correctly
- review and reconcile vendor statements as needed
- filing of unpaid and paid invoices, organizing files for storage
- supporting other areas of the company
- ordering of supplies

Required Qualifications and Experience:

Minimum of 3 years' experience working in a fast paced accounts payable department

Intermediate level of Microsoft Word, Excel, and accounting related courses

MUST have Newstar / Constellation Home Builders System

Location: York Mills / Don Mills

Send resumes to: hr@tmsinc.ca