

## **ACCOUNTS PAYABLE ADMINISTRATOR (SURREY)**

On behalf of our client, Corrocoat Services Inc., we are searching for an Accounts Payable Administrator to join their Surrey office. Corrocoat is one of Canada's leading providers of protective coatings and linings. With offices in British Columbia, Alberta, and Ontario, and over 40,000 Sq. Ft. of production area, Corrocoat's clients use their services for everything from coating and lining facilities to vacuum blasting and high-water jetting. Since inception in 2001, Corrocoat has followed their own unique set of guiding values to which they attribute their success. These core values shape the way they do business, the people they hire, and the relationships they build. These "blue collar" values emphasize, pride, hard-work, reliability, perseverance, responsibility, team-work, and internal growth; someone who shares these values will flourish in the organization.

The AP Administrator will report to the Chief Financial Officer and be responsible for a variety of tasks including working with vendors, coding purchase orders, producing expense reports, and handling credit applications. This is an exciting opportunity for someone who enjoys working in accounts payable, but also likes having variety and working with the Executive Team. Corrocoat Services provides a great work environment and opportunity for growth, the ideal candidate will have experience working with accounts payable and be willing to expand their skill set to help drive the business forward.

### **Key Responsibilities:**

- Receive and verify expense reports.
- Process cheque requests and expense reports on a regular basis.
- Code and/or verify coding on all expenses and invoices.
- Maintain vendor accounts while staying in compliance with company policies and procedures.
- Identify issues with purchase orders and stop-payment orders as necessary.
- Assist in the preparation of the financial activities of the organization, includes budget preparation and monthly or annual reports.
- Process purchase orders, match receiving details with invoices, follow up discrepancies with related parties.
- Assist with scheduling mail and courier shipments.
- Assist the Executive Team as needed, including tracking items, planning events, and other non-AP related duties.
- Perform general administrative tasks as required, including filing, answering phones calls, responding to emails and preparing documents.

### **Skills & Qualifications:**

- 2+ years working in accounting, preference given to candidates with experience in an AP specific role.
- Accounting certificate or diploma is considered an asset.
- Knowledge and experience working with ERP systems is considered an asset.
- Detailed oriented and works with a high degree of accuracy.
- Excellent organizational skills and ability to prioritize.
- Ability to multi-task and work well under pressure.
- Demonstrated time management skills.
- Proficiency in Microsoft Office programs i.e., Excel, Word.
- Strong phone, email, and in-person communication skills.

# **CORRCOAT SERVICES INC.**

S H O P & F I E L D S E R V I C E S

This role will also appeal to a resourceful, organized, and collaborative individual who enjoys autonomy and can confidently assist with AP administration of a growing organization. If you enjoy contributing to a culture where people are respected, passionate and encouraged to be part of the team, we want to hear from you!

If you feel you have the demonstrated background and are interested in learning more about this career opportunity, please forward your resume to [cayce.fedberg@clearchoicehr.ca](mailto:cayce.fedberg@clearchoicehr.ca). We thank all candidates for their interest, however only those selected for an interview will be contacted.