

NOW HIRING | ACCOUNTS PAYABLE CLERK #25-AP

For over 30 years the Peak Construction Group of Companies has been specializing in the development and construction of commercial, residential and renovation projects. At Peak, we pride ourselves on providing large firm capabilities, while maintaining small firm personal commitment and overhead costs. We currently have an opening for an Accounts Payable Clerk, based in our Head Office in South Surrey, BC.

In the Accounts Payable Clerk role, you will be responsible for processing accounts payable at Peak in a professional, timely, and organized manner with specific consideration to billing and payment deadlines. You will work closely with company financial professionals and management, and outside vendors.

Who You Are:

You are an organized self-starter who is highly attentive to detail and able to work independently. You have an aptitude for numbers and a strong work ethic. You are able to effectively prioritize your tasks. The ideal candidate would have experience with Sage 300/Timberline software. You enjoy being part of a fun yet professional and productive office team.

Key Responsibilities:

- Receive, sort, stamp and code invoices and supporting documents
- Ensure invoice information is accurate
- Match invoices to supporting documentation such as purchase orders, packing slips and waybills
- Verifying that quantities and prices are in line with quantities ordered and the price quoted
- Acquire and enter invoices and supporting documents into TimberScan
- Distribute and track invoices for approval in TimberScan
- Ensure that all Commitments and Change Orders are entered into Sage/Timberline
- Follow all aspects of month end close activities to meet deadlines
- Handle special projects, responsibilities and other duties as assigned

Experience and Qualifications required:

- Minimum 3 years of experience in accounts payable in a high volume, fast paced office environment
- Accurate and proficient in data entry with a good aptitude with numbers
- Able to communicate effectively with suppliers, staff and management
- Intermediate computer skills and proficient in Microsoft Office
- Strong work ethic, sense of urgency and confidentiality
- Strong decision making, communication (both verbal and written), and good analytical skills
- Strong interpersonal skills and the ability to contribute effectively within a team environment
- A positive attitude and the desire to contribute to a harmonious work environment
- Intermediate to advanced knowledge of Sage 300/Timberline accounting software (AP, Job Cost, TimberScan) an asset

What We Offer:

- Comprehensive extended health plan
- RRSP match
- Continued professional development
- Employee events

If this sounds like a match, please forward your resume referencing position #25-AP to careers@peakgrp.com