

Accounts Payable Clerk

Reporting to the Controller, the **Accounts Payable Clerk** is responsible for assisting to ensure smooth and efficient financial operations at Measurand. You will be responsible for accounts payable and assist the Bookkeeper and Controller in other accounting duties, as delegated by the Controller.

Responsibilities

- Enter supplier and subcontractor accounts payable invoices into the system and file unpaid and paid invoices
- Answer accounts payable phone calls and faxes and reconciles supplier/subcontractor statements
- Complete credit applications for new vendors as required, and maintain credit applications
- Reconcile purchase orders and provide support and documentation to Bookkeeper when necessary
- Assist with the entry of purchase orders
- Prepare journal entries
- Prepare the monthly entry for credit card
- Review travel expenses
- Assist with filing and answering phones. as needed
- Supporting with other related duties as assigned.

Requirements

- Ability to keep current on software changes
- Ability to respond to inquiries or complaints from customers, suppliers and members of the business community
- Ability to meet tight deadlines
- Strong Microsoft Excel skills with the ability to formulate possible results based on different scenarios
- Excellent oral and written communication skills
- Strong time management, organizational, and decision-making skills
- Exceptional teamwork and interpersonal skills
- Post-secondary education in Accounting or related discipline is preferred

Applicants must be post-secondary students registered in the NB SEED program to be eligible for this summer employment opportunity.



To apply, submit your resume and cover letter to Marcia Everett, Human Resource Manager by email to careers@measurand.com with "**Accounts Payable Clerk**" in the subject line.

Thank you for your interest in Measurand. While we appreciate the interest of all applicants, only those selected for a screening interview will be contacted.