

Payable Technician



| | |
|-------------------|-------------------------------------|
| STATUS | Permanent / Full time (35 hrs wkly) |
| DEPARTMENT | Finances |
| DIRECT SUPERVISOR | Director |
| LOCATION | Kuuujuaq |
| STARTING DATE | To be determined |
| POSTING END DATE | April 21 th , 2023, 5pm |

FUNCTION & RESPONSABILITIES

Building and monitoring a stronger relationship with supplier, employees and other departments. Working with the accounting analyst, accounting supervisor and reporting directly to the finance director, your role which is not limited to the list below will include more specially has the following duties:

Entering new supplier and coding invoices

- Setting up new supplier into our accounting system and updating existing supplier information (banking information, address changes, contact information etc.).
- Ensuring that the supplier coding techniques is strictly followed;
- Entering supplier invoices and credits notes into our accounting system,
- Entering employee travel expense information into the accounting system (TEF),
- Entering gas receipts and processing invoices for payment,
- Entering new GST and QST percentages in the system annually when change,
- Performing PAP and check runs as per a scheduled time table,

Monitoring supplier accounts

- Request supplier account statements and compare with entered invoices,
- Response to questions from suppliers concerning outstanding invoices,
- Ensure collaboration with the various departments and suppliers to avoid any disputes,
- Verifying receiving report and closing of POs with the maintenance department,
- Produce weekly POs monitoring reports to verifying mismatch POs and discuss errors with the finance director;
- Saving electronic invoices into the system,
- Prepare weekly report for outstanding POs,

Filling

- Classifying paid invoices after coding verification,
- Preparing end of year document for entering into the archived system,
- Perform any other task requested by the Finance directors or accounting supervisor

QUALIFICATIONS

- College Diploma in Office Administration, or other related discipline, with five (5) to seven (7) years' experience in a senior administrative role in a medium to large organization (professional experience acquired on other related job functions can compensate for the absence of a college degree);
- Mastering of the Microsoft Office suite and the Internet;
- Knowledge of the northern reality and the Inuit people is an asset.

REQUIREMENTS

- Proven ability to work to tight deadlines, managing complex projects, multiple conflicting priorities and stressful situations with confidence. Must be flexible and possess a good tolerance for ambiguity;
- Demonstrated judgment, integrity and decision-making abilities;
- Ability to work in two of the three languages of the region (Inuktitut, English or French) ;
- Excellent relationship building skills, including the ability to work collaboratively in a team environment
- Sitting at a desk for long work periods and using a computer for several hours a day.

SKILLS & COMPETENCIES

- Client-oriented;
- Ability to prioritize and organize work to meet objectives and deadlines;
- High sensibility for the confidentiality related to all documents and meetings content.

SALARY / BENEFITS

KMHB offers a competitive salary, RRSP, Cargo, flight tickets, cost of living deferential benefit and interesting working conditions. The minimum starting salary is \$27.61 and could be more based on the evaluation of experiences related.

JOIN OUR TEAM!
SEND YOUR RESUME TO:
HR@omhkativikmhb.qc.ca
Human Resources – KMHB

P.O. box 1200 - Kuuujuaq, QC J0M 1C0
☎(819) 964-2000 Ext: 281