JOB POSTING

ST. JOHN'S
International Airport Authority

Accounts Payable Clerk

Established in 1998, St. John's International Airport Authority (SJIAA) is a private, not-for-profit corporation that exists to provide a safe and efficient transportation facility that is a catalyst for economic growth at Newfoundland and Labrador's premier gateway. Approximately 70 per cent of all non-resident visitors who travel by air to and from the province do so through the St. John's International Airport.

Reporting to the Chief Financial Officer, the Accounts Payable Clerk is an integral member of the accounting team performing important duties related to the accounts payable function including receiving and matching invoices, account coding, entering invoices in the Sage 300 (Accpac) accounting system, issuing payment to vendors and maintaining an AP invoice filing system.

This is a unionized position with competitive pay and benefits, in accordance with the collective agreement.

SPECIFIC DUTIES

The Accounts Payable Clerk is responsible for the following core duties:

- Processing AP invoices
- Printing and stamping invoices from AP email and online supplier websites as applicable.
- Three-way matching of invoice, purchase order, shipping document.
- Investigating unmatched invoices and obtaining missing documentation.
- Preparing the monthly accrual.
- Coding and entering invoices in Sage 300 accounting system.
- Processing payment of AP invoices
- Entering automatic transactions
- Filing AP Invoices – weekly
- Reconciling supplier statements. Obtaining missing invoices from vendors.
- Responding to supplier inquiries and maintaining good supplier relations.
- Preparing year-end audit working papers and assisting auditors during field work.
- Certain month-end duties, including reconciliations
- Assisting with other duties, including front-desk duties, as required.

QUALIFICATIONS

- Successful completion of high school
- Completion of a certificate or diploma in Business Administration from a recognized college that includes coursework in financial accounting.
- Minimum of five years' relevant experience in a computerized accounting environment.
- Some knowledge of Sage 300 (Accpac) accounting software is preferred.
- Proficient user of Microsoft Office applications, including Word and Excel.
- Strong organizational skills.
- Ability to multi-task and set priorities in a fast-paced environment.
- Attention to detail and precision is a must.
- Excellent written and oral communication skills.

APPLY TO:
Manager - Human Resources
Administration Office, ATB
Email: careers@stjohnsairport.com

CLOSING DATE: Monday, August 22, 2022
SJIAA is an equal opportunity employer. Applicants must clearly demonstrate in their resume that they meet the posted qualifications for the position. Proof of education/certifications must be provided prior to appointment to position. The successful applicant will be required to provide a satisfactory Certificate of Conduct prior to employment and must maintain an Airport Restricted Area Security Pass.