

## Job Profile

<b>Date:</b>	January 3, 2024
<b>Position:</b>	Accounts Payable Clerk
<b>Status:</b>	Permanent, Fulltime
<b>Shift:</b>	Monday to Friday
<b>Hours:</b>	8 hours/day (8:30 am – 4:30 pm)
<b>Location:</b>	Burnaby, BC
<b>NOC:</b>	14200
<b>Pay Scale:</b>	\$44,590 - \$55,744

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Hemlock Printers Ltd. is an internationally recognized leader in print communications with manufacturing facilities and offices in Burnaby, BC and Los Angeles, CA, plus sales associates in Seattle, WA and San Francisco, CA. For more information, please visit [hemlock.com](http://hemlock.com).

We have an opening for an Accounts Payable Clerk to join our Accounting Department. This position is responsible for processing invoices from Hemlock's suppliers, monitoring the amounts owed to suppliers and/or creditors and maintaining a record of what is owed. You are expected to process all outgoing payments generated through Accounts Payable on a timely basis and to assist in the reconciliation of accounts on a regular basis. You would also participate in the month-end accounting process and generates month-end reports to ensure a timely closure.

The position is a full-time permanent, working Monday – Friday, 8:30 am to 4:30 pm (½ hour unpaid lunch).

### POSITION RESPONSIBILITIES

- Match supplier invoices to supporting documentation and properly code transactions
- Enter and update outside purchase job costing data
- Update shipping and courier costing data
- Enter and post invoices and recurring vouchers into the Accounts Payable sub-ledger
- Maintain the invoices filing system and associated hard-copy printouts
- Maintain system vendor database, including the set-up of new vendor records and accurately verifying vendor electronic payment information
- Process US and Canadian invoices for payment within established terms, both via cheque and electronic payment.
- Reimburse employee expenses by receiving and verifying monthly expense reports and expense requisition forms
- Process and reconcile monthly credit card statements
- Prepare and post the month-end accounts payable accrual
- Run month-end reports and ensure timely month-end closure
- Generate manual cheques as required and handles petty cash on hand
- Reconcile vendor Accounts Payable statements
- Maintain excellent communication with vendors and other company departments.
- Other duties as specified from time to time

**Additional Duties:** The above responsibilities do not imply that these are the only duties to be completed. Any other job-related duties and instructions requested by your manager are expected to be performed.

### SKILLS & QUALIFICATIONS

- Able to work independently and cooperatively as a team member
- Able to critically think and problem solve when issues arise
- High attention to detail and accuracy
- Excellent written and verbal communication skills
- Ability to perform work under tight deadlines
- Ability to multi-task and move efficiently between different responsibilities
- Able to maintain a professional level of confidentiality
- Proficiency with Microsoft office programs, including Excel, Word and Outlook
- Experience with Microsoft Business Central is an asset



#### **BENEFITS**

- Extended Health and Dental (incl. of Vision & Prescriptions), Life, AD&D, Short-term Disability and Long-term Disability Insurance package
- Vacation and Care/Sick pay
- Group RRSP
- Profit Sharing
- Employee & Family Assistance Program
- Transit/Compass Card program
- Free Electric charging stations & onsite parking

Hemlock Printers is committed to building a diverse and inclusive workplace. We strive to ensure our internal policies and practices recognize the value of diversity, inspire employee participation and are free of barriers for advancement. Our goal is to provide equal possibility for everyone and for every employee to feel safe, valued, empowered, and respected for their contributions to our shared purpose. All those who would contribute to the further diversification of our community are encouraged to apply.

If you are interested in this opportunity, please forward your resume to [hrd@hemlock.com](mailto:hrd@hemlock.com) and quote **Accounts Payable Clerk** in the email subject line.

Open Until Filled.

We would like to thank all applicants for their interest, however only short-listed candidates will be contacted.