



# KEITH PLUMBING & HEATING CO. LTD

#1 – 40 GOSTICK PLACE, NORTH VANCOUVER, BC. V7M 3G3

MECHANICAL GENERAL CONTRACTORS

*“Since 1911”*

Keith Plumbing and Heating, a company of Modern Niagara Group, is an industry leader in Mechanical, Plumbing and Building Services. Striving to be the contractor for life of all building systems. At KPH we value teamwork, initiative, determination, professionalism, and passion. Working here you will find a creative team focused on delivering high quality customer satisfaction, and employees who thrive from working in a fast paced, collaborative and innovative environment.

We currently have a fantastic opportunity for an **Accounts Payable Specialist** to join our growing team in **North Vancouver**.

The mission of the Accounts Payable Specialist is to collect, organize, process and pay all project-related, overhead and other vendor invoices in an efficient, effective, and timely manner, subject to guidance provided by the AP Manager. The Accounts Payable Clerk plays an integral role in the costing of Modern Niagara’s projects, completeness of expenses presented in the Company’s financial statements, and management of Modern Niagara’s cash resources. As a result, the incumbent in this position must be committed to communicating and sharing information pertinent to management of cash resources. The Accounts Payable Specialist must also deliver superior service and foster strong and ongoing relationships with key personnel from Modern Niagara’s vendors.

## OVERVIEW OF RESPONSIBILITIES:

- Collecting and organizing vendor invoices for input into SAGE 300 CRE
- Entering Accounts Payable invoices, ensuring accuracy and timeliness of invoice entry and coding
- Routing of invoices for approval by operations team and follow-up as required
- Assisting with the cheque run process, including running the cash requirement reports and preparing supporting documentation
- Responding to internal and external Accounts Payable inquiries
- Reconciling vendor statements and follows up to resolve any discrepancies
- Assist with design and implementation of efficiency initiatives (EFT, paperless office)
- Opportunities for data analysis and reporting
- Other ad-hoc tasks as required

## • QUALIFICATIONS:

- Minimum of 3 years of accounts payable experience in a medium to large organization. Construction industry experience would be a definite asset
- Transaction volumes are heavy so the successful applicant must have superior organization skills and be capable of handling such volumes
- Team player with a customer focus
- Integrity and the willingness to own scope of work and associated issues



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- Proficiency with Microsoft Office (including Excel). Knowledge of SAGE 300 CRE would be a definite asset
- Energy and strong work ethic
- Willingness and ability to solve problems
- Strong communication and interpersonal skills
- Desire to continuously improve systems and processes with an open mind towards change.

Please note that this position is open to local, **Greater Vancouver-based** candidates only.

**Please submit your resume today to:**

<https://modernniagaraepic.bamboohr.com/jobs/view.php?id=116>

We thank all applicants for their interest, however, only those selected for an interview will be contacted.