



CANADA'S PREMIER CHOCOLATIER SINCE 1873

Ganong Bros., Limited
Accounts Payable Administrator
Job Posting #AP092016

Established in 1873, Ganong has the distinction of being Canada's oldest independently family owned and operated chocolate company. To this day, the company continues to manufacture its famous confections in the town of St. Stephen, New Brunswick. Ganong is currently seeking an Accounts Payable Administrator.

Position Summary

Reporting to the Chief Financial Officer, the Accounts Payable Administrator will work closely with suppliers on a daily basis and will provide oversight to the day to day activities of the Accounts Payable Department.

Responsibilities:

- Review and verify invoices and check requests; code and match invoices with receiving documents and purchase order and enter in system
- Set invoices up for payment and perform cheque runs and process electronic transfers
- Track and process expense reports
- Post transactions to journals and ledgers
- Prepare analysis of accounts
- Monitor accounts to ensure payments are up to day
- Verify prices and quantities of goods received ; research and resolve invoice discrepancies
- Maintain a positive supplier relationship by collaborating responding to inquiries
- Assist with month end closing
- Provide supporting documents for audits

Qualifications:

- Post-secondary education in a related field or a combination of education and experience
- Previous experience or knowledge of the Accounts Payable function
- Competent in Microsoft Suite and experience working with an ERP system
- Demonstrated ability to work well under pressure
- Work well in a team environment with excellent verbal and written communication skills
- Demonstrated Continuous Improvement mindset

Interested candidates should apply before September 30th, 2016 to mmccray@ganong.com

Please reference Job Posting #AP092016 on your application

Ganong appreciates all applicants; however only those selected for an interview will be contacted

