

Accounts Payable/Finance Specialist- Job Posting

Position Summary

Niagara Regional Broadband Network (NRBN) is the Region's leading service provider of high-performance data, voice, and networking solutions.

The Accounts Payable/Finance Specialist is responsible for ensuring the efficient, effective, and accurate flow of data entry and related duties in positing accounts payable. The Specialist will perform a range of clerical, data entry, transactional, and administrative duties, as well as collaborate with other team members to ensure accuracy and timeliness of payments. This role requires the Representative to adapt well to changing tasks and potentially ambiguous situations.

You Will Contribute to Our Team By:

- Reviewing and entering a high volume of invoices from vendors with accuracy, ensuring proper authorization/approval, and preparing payments in accordance with set schedules and terms
- Fostering positive working relationships with other departments and vendors to investigate and resolve any discrepancies in a timely manner
- Communicating with vendors when necessary to correct and modify invoices and/or payments, update remittance information, and confirm status of payments
- Assisting with monthly accrual, prepaid reconciliations, and other transactional accounting requirements as needed
- Supporting month and annual close processes and reconciliations as requested
- Supporting the Finance Department through the annual audit and with other administrative duties
- Assisting with periodic and year-end inventory management, reconciliation, and variance analysis
- Reviewing the accounts payable processes and procedures on an ongoing basis with the objective of continuously improving quality and efficiency
- Acting as a representative for the Finance Department on various special projects
- Supporting various business units and responding to all inquiries in a timely manner
- Assisting in all ad hoc data and reporting needs and/or requests as required
- Ensuring the strict confidentiality of financial records as they are related to NRBN and its customers/vendors
- Other relevant duties or projects within the scope and spirit of the position as assigned by Management

What Do you Bring to the Team?

- The ability to effectively prioritize and execute time-sensitive tasks in a high-pressure environment
- Effective communication skills including active listening, asking appropriate/pertinent questions, clarifying issues, and responding clearly to individuals with varying levels of understanding
- The ability to maintain a positive and professional
- Resourcefulness and innovation when problem solving, troubleshooting, or conducting research
- Detail-oriented methodologies, with an understanding of the importance of precision and accuracy in documentation
- Strong organizational skills, allowing for timely recall and retrieval of information
- Exceptional telephone and written etiquette; the ability to provide information, feedback, and responses in a courteous, professional, and pleasant manner
- Knowledge of full-cycle accounts payable
- Proficiency in high volume data entry
- Experience with Microsoft Office Suite, Billing systems, Sage 300 or other ERP systems, Powercode, Salesforce, or similar systems

- A diploma in Business Administration, General Business, Accounting, Bookkeeping or a combination of equivalent relevant training and experience
- CPA designation (or working towards) considered an asset

What Do We Offer?

- An attractive compensation plan with a combination of base salary and annual bonus
- A company-paid benefits plan (includes medical, dental and prescription medication)
- Enrollment in the OMERS pension plan
- An opportunity to work in a growing entrepreneurial organization with great culture that rewards success.
- An opportunity to join a fun, dynamic team with excellent potential for career advancement

Working Conditions

- Primarily indoor office environment with some occasional local vehicle travel
- Extended periods of sitting, intense concentration, and repetitive tasks
- Occasionally required to extend or modify hours of work to meet work demands or customer requirements including evenings and weekends

Special Conditions

- This position requires the incumbent to undergo a Criminal Records Check and submit a Canadian Police Clearance Certificate.

Language(s)

- English
- Bilingualism (English/French) considered an asset

NRBN is committed to the principle of equal employment opportunity. All employment decisions at NRBN are based on business needs, job requirements and individual qualifications.

Please email all resumes directly to hr@nrbn.ca.

We thank you for your interest, however only qualified applicants will be contacted