

Job Description:

Accounts Payable Administrator

SYNERGEX CORPORATION

Job Type: 1 Year Maternity leave
Location: Mississauga, ON, CANADA
Job Category: Accounting, Financial
Contact Email: jobs@syx.ca
Experience: 2 - 3

Description:

Synergex Corporation is a leading provider of business solutions. Synergex applies its proven expertise in supply chain management and process automation to emerging opportunities with high growth potential. The company has four workgroups: Synergex Commercial Gateway, Synergex Technology, Synergex Digital Media, and Synergex Business Information, which provide value added depth in the areas of video game logistics and distribution, digital signage, point of sale solutions, Radio Frequency Identification, credit reporting and collection services. Headquartered in Mississauga, Ontario, Synergex serves a broad base of customers that includes a number of multinational enterprises. Synergex is listed on the Toronto Stock Exchange and trades under the symbol SYX. For further information, please visit www.syx.ca

Our team is looking for intelligent, enthusiastic individuals to join our 18 year old company to maintain the service standards we hold close to our hearts, and to respond to a demanding work environment. Candidates will find many opportunities for professional and personal growth with Synergex.

Position Overview:

This is a junior position for someone who will provide reconciliation and analysis of accounts payables, including report building, financial performance analysis and general AP administration.

Who Would Thrive in the Position?

The ideal candidate would have excellent English communication skills, enjoys accounting and math, likes working with different personalities in person, and learning a lot..very fast.

You are intelligent and intuitive, love multi-tasking, are proactive and outgoing and can work independently in a service-oriented culture. You would like a work day with some diversity filled with both data entry and analysis. You are not afraid to learn and define new roles for yourself.

Skills:

- Excellent math skills
- Formal training in balance sheet and accounting principles
- Formal training in finance analysis
- Windows 2000 or XP, skilled in MS Word and Excel
- Knowledge of Navision preferable

Responsibilities:

- Reconciliation of Accounts Payable
- Communicating with vendors regarding payments and billing issues
- Matching Purchase orders with supplies invoices, verifying pricing and quantities against receiving
- Entering suppliers invoices into the system
- Reconciling sub-ledger to the general ledger

The successful candidate will have the following:

- 2-3 years Accounts Payable experience
- A desire for solution building in a service-oriented environment
- Ability to deal with multiple senior staff in a demanding environment, often with tight deadlines
- Keen eye for process analysis & detail
- Well-organized and able to multitask
- Mature, proactive, independent and outgoing
- Ability to adapt to different situations
- Bilingual (any language)