

QAI Job Number: QAI-ACCTG-CORP-01
JOB TITLE: Accounts Payable
LOCATION: Burnaby, BC, Canada
NUMBER OF POSITIONS: 1
CATEGORY: Accounting
POSTING DATE: August 27, 2018
CLOSING DATE: OPEN UNTIL FILLED

BACKGROUND:

QAI laboratories is a testing, inspection and certification organization providing services to manufacturers of Electrical Products, Building Products, Vehicles, Electromagnetic Compatibility Factory Built Structures and more. As the QAI name and logo gain recognition throughout the Certification world, our business continues to expand. Presently, we are looking for a Full - Time Accounts Payable with 2-3 years of experience to join our team.

QAI is currently looking for applicants to fulfill the following tasks:

DUTIES: Under the direction of the Controller, successful candidate will perform, but not limited to, the following duties:

- Matching receiving and invoices for processing
- Recording vendor's invoices
- Issuing cheques for vendors and employees
- Enter employee expenses
- Reconciling Credit cards
- Backup for reception
- Enters Employee Expenses
- Obtains Approvals from managers
- Other duties as assigned by the manager or its designee

QUALIFICATIONS: The successful candidate will:

- Have 2-3 years of experience
- Must have an accounting software experience or equivalent.
- Knowledge of QuickBooks Enterprise and Excel
- Ability to function as a team player

Key Technical Competence:

- Possess good communication and organizational skills.
- Able to multi-task with a high degree of accuracy and efficiency.
- Familiar with office tasks and able to accept direction.



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TORONTO, ON: 905.605.5444 ph.
WEBSITE: WWW.QAI.ORG

APPLYING:

QAI Laboratories offers a competitive compensation and benefits package including base salary, medical, dental, etc.

Interested candidates should submit their cover letter and resume via email at hr@gai.org. Please indicate the QAI Job number in the subject line of the email and in the subject line of your email.