

Accounts Payable Manager

Permanent Full-Time Position, Montreal, QC

Job Summary

We are currently looking for a strong and detail-oriented team player to be responsible for accounts payable. As Accounts Payable Manager, you will manage accounts payable with a focus on invoice entering processes and payment issuance. You will also be responsible for the continuous improvement of the department's entire process.

Key Responsibilities

- Supervise and coordinate the work of the accounts payable team.
- Manage payment planning and rigorously adhere to the accounts payable process and the effectiveness of procedures for timely payment.
- Resolve accounts payable issues.
- Maintain a good working relationship with the company's various departments.
- Verify and process expense accounts from Concur.
- Prepare analyses.
- Contribute to continuous improvements to ensure the optimization and implementation of high-performance procedures and tools.
- Monitor compliance with internal control requirements.
- Participate in the preparation of files and documents required for internal and external audits.
- Act as the point of contact for internal partners for complex or problematic invoice issues and payment issues.
- Play a key role in the implementation and optimization of an ERP system.
- Provide training to the Accounts Payable team.

External Partnerships

- External advisors and analysts
- Service Firms, Sales Firms and Third Parties
- Consulting firms

Qualifications Required

- Degree in Business Administration or related discipline.
- Minimum of 5 years of experience in a similar position.
- Proficiency with all Microsoft Office products, with intermediate skills with Microsoft Excel and advanced skills with Microsoft Outlook.
- Knowledge of integrated ERP-type IT systems.

Personal Qualities Specific to Position

- Excellent customer service skills; ability to communicate clearly and professionally in person, by phone and by email.
- Excellent attention to detail and quality.
- Excellent organizational and time management skills.
- Ability to apply company policies to a wide range of situations using logic and past experience.
- Flexibility to work overtime.
- Strong business acumen focused on finding creative solutions.
- Strong report drafting skills, particularly in inter-departmental communication.
- Strategic planning focused on business logic and results.
- Sense of initiative with proven ability to manage and work effectively through ambiguity.
- Ability to build relationships with stakeholders, negotiate, and influence others.
- Ability to multi-task easily and adapt to changing circumstances.
- Dynamic and positive attitude.
- Ability to diffuse conflict between colleagues.
- Demonstrated ability to handle confidential and time-sensitive information with the utmost integrity.

Personal Qualities for All Staff

- Ability to set goals and stay on schedule
- Ability to set priorities
- Ability to generate ideas and find solutions
- Ability to work both alone and in a team
- Team spirit and desire to help each other
- Versatility and flexibility

What Thera offers

Flexible Workplace

Group RRSP Program

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Referral program

Care Days

Spot Award Program

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