

Accounts Payable Technician

Key Responsibilities

- Handle purchase orders, invoices, and account statements
- Verify, code, enter, and file supplier invoices
- Provide ongoing service to suppliers
- Respond to internal and supplier requests
- Issue cheques
- Prepare bank deposits
- Perform GL entries and coding
- Process expense accounts and other related tasks
- Liaise with internal services and perform verification as required
- Collaborate on departmental tasks and deliverables as required
- Perform any other administrative tasks related to the position

Talent Profile

- Impeccable organizational skills and keen sense of initiative
- Ability to work independently and meticulous attention to detail
- Ability to handle multiple files simultaneously
- Team-oriented mindset and ability to collaborate
- Sharp analytical skills
- Solid interpersonal skills and firm commitment to customer service
- Rigorous attitude and strong sense of personal integrity

Personal Qualities for All Staff

- Proven communication skills (oral and written)
- Impeccable organizational skills and meticulous attention to detail
- Go-getter attitude and ability to set priorities and meet deadlines
- Ability to set goals and stay on schedule
- Ability to set priorities
- Ability to generate ideas and find solutions
- Ability to work independently and as part of a team
- Team spirit and ability to provide strategic and operational support to teammates
- Versatility and flexibility

Personal Qualities Specific to Position

- Accounting diploma or university degree in related field
- 1 to 3 years of experience in a similar role or equivalent education
- Proficiency with Office Suite and accounting software
- Bilingual (English and French)



What Thera offers -

Flexible workplace

Group RRSP Program

Language Courses

Fresh Fruits

Health Insurance

Spot Award Program

Stock Option Plan

Referral Bonus Plan

