



Accounts Payable – Toronto, ON

FA International is looking for an accounts payable clerk in Toronto, ON who enjoys working remotely. Here at FA, we are thriving to offer everyone a different lifestyle, freedom, and a sense of ownership. As an accounts payable clerk your primary function will be making sure you can communicate in a responsive and courteous way with our suppliers in ensuring all accounts are reconciled. Your work will support our Finance team and you will work closely with other internal team members to ensure all account issues are resolved. If you're looking to do great work with great people, we'd love to hear from you.

RESPONSIBILITIES

- Respond to a high volume of accounts
- Correspond with suppliers / and internally with sales teams
- Verifying invoices and preparing high volume of payments
- Reconcile statement of accounts for suppliers
- Issue checks for suppliers
- Process non-trade invoices for payment
- Manage check runs / EFT payments
- Manage carrier discrepancies and resolutions

REQUIRMENTS

- Minimum 2 years of experience in a similar position
- College degree is considered an asset
- Strong communication and organizational skills
- Solid understanding of Microsoft Outlook, Word and Excel
- Written and verbal fluency in English
- Outgoing personality; high energy; flexible
- Knowledge of Quick Books is preferred