



Liburdi Engineering Limited

400 Highway 6 North, Dundas, ON L9H 7K4 Canada

Accounts Payable Clerk

Location: Dundas, Ontario

Web Site Address: www.liburdi.com

Number of Positions: 1

Posting Date: January 2018

Contact Email: resume@liburdi.com

Reference Number: AM01032018

Please quote the above Reference Number in the subject line of your email

Liburdi Engineering Ltd. is a leader in design and manufacture of specialized welding equipment. Serving primarily aerospace and nuclear industries, Liburdi combines expertise in control technology and welding processes to develop unique solutions to challenges presented by these industries.

Our Company has immediate opening for an Accounts Payable Clerk to join our team.

Typical Duties Include (but are not limited to):

- Perform day to day financial transactions, including verifying, classifying, computing, posting and recording accounts payable data.
- Process high volumes of invoices and verify for accuracy.
- Track invoices against Purchase Orders.
- Facilitate payment of invoices due.
- File processed invoices.
- Maintain files and documentation thoroughly and accurately.
- Process cheque requests.
- Prepare bills, invoices and bank deposits.
- Verify vendor accounts by reconciling monthly statements and related transactions.
- Verify discrepancies by and resolve clients' billing issues.
- Liaison with Purchasing and Receiving departments.
- Respond to any vendor inquires.
- Assist with financial reporting.
- Support other accounting and payroll functions.

Key Skill Requirements:

- Superior attention to detail
- Highly organized with a strong ability to prioritize tasks
- Excellent inter-personal skills; ability to build strong relationships with other stakeholders
- Accurate data entry skills
- Excellent verbal and written communication skills
- Ability to work in a fast-paced dynamic environment
- Ability to work effectively on a collaborative and consensus based team

Key Education / Experience Requirements:

- 1-3 years previous accounts payable experience



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- Post-secondary education in accounting, business administration or equivalent
- Previous experience with Great Plains or similar accounting/ERP an asset
- Advanced skill in Microsoft Office Suite (Word, Excel and Outlook) required
- Previous experience working in construction/nuclear/field service an asset

Application Information:

This role will be a permanent full time position. Interested candidates are encouraged to forward their resume (**please include the reference number in the subject line**) to: ***resume@liburdi.com***

Liburdi is an equal opportunity employer. We welcome and encourage applications from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process.

Only qualified candidates selected for an interview will be contacted.