



Job Title: Accounts Payable Clerk
Department: Finance
Reports To: Accounting Manager; Director of Finance
Status: Part-time, hourly paid (*3 days per week*)

Accounts Payable Responsibilities

- Receives and date stamps all incoming documents such as suppliers' invoices, statements, packing slips, purchase orders, and work orders
- Matches work orders, purchase orders and packing slips to the related suppliers' invoices
- Forwards suppliers' invoice and related documents to appropriate officer for authorization; copies any event-related invoice to Director of Finance
- Checks invoices for accuracy then inputs into AccPac once found in order
- For recurring expense invoices, ensures that amounts are in accordance with the amounts set forth on the K drive and that any changes are authorized
- Mails cheques to suppliers once signed and approved for release by the Accounting Manager
- Stamps cheque stubs and related documents paid and files them in the paid suppliers' file
- Ensures that suppliers' paid and accordion files are up to date; prepares paid suppliers files for filing away once year end is completed; prepares new files for the new year
- Attaches copies of appropriate suppliers' invoices to monthly Amex statements of the F&B director
Checks monthly suppliers' statements of account and requests copies of overdue invoices for processing

Finance Responsibilities

- Checks daily Box Office reports and forwards to the Box Office supervisor for correction if necessary; voids any returned tickets
- Maintains register for credit card receipts
- Sends remittances to WSIB and Receiver General; furnishes copies to employees for personal usage of couriers
- Prepares monthly invoices for all seasonal ice contract holders
- Coordinates the putting away of files in the department filing room
- Prepares miscellaneous invoices for items such as monthly Gymnastics Mississauga maintenance charges, etc.
- Monitors documents sent to City of Mississauga for approval
- Carries out other assignments as requested by the Accounting Manager and the Director of Finance

Skills & Abilities

- Computer knowledge in Excel, ACCPac, Word
- Accounting skills an asset
- Works well under pressure
- Outgoing and friendly personality
- Common sense and problem solving skills



How to Apply

Please forward resume and cover letter by **FAX to 905-615-3302** with attention to Linda Magdales *by August 29, 2017*.

We thank all applicants for their interest but only those selected for further consideration will be contacted. SMG Canada ULC is an equal opportunity employer.

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