

## Accounts Payable Supervisor

Fraser River Pile & Dredge (GP) Inc. ("FRPD") is Canada's largest Marine & Infrastructure, Land Foundations and Dredging contractor. The Company is privately owned with operations mainly in Western Canada along with Ontario and Northwest Territories. FRPD is a growing and award winning company that focuses on the development of its people and offers competitive compensation packages which include both an industry leading comprehensive benefits package and a company paid pension plan.

We are seeking a talented and driven professional who will be able to perform both routine and non-routine accounting functions with an emphasis on ensuring payments are processed in an accurate and timely manner and working on the overall operational efficiency of the department. The position reports directly to the Assistant Controller.

### Key Responsibilities

- Oversee operations of the accounts payable department, including entry of invoices, reconciliation against purchase orders, review of entries for appropriate coding and the disbursement of funds
- Vendor setup and maintenance of vendor listing
- Build and maintain strong relationships with both key external suppliers, including account inquiries, as well as internal teams
- Posting accounts payable batches for both weekly and monthly payments
- Prepare both daily and monthly reports related to payments of invoices
- Prepare account and vendor reconciliations, inclusive of payments and credits, and bring any variances or issues to the attention of the Assistant Controller, as required
- Undertake special projects, as required
- Review and implement process efficiencies for the department
- Supervise and develop the Accounts Payable Clerk

### Knowledge, Skills and Abilities

- Minimum 5+ years of progressive experience in Accounts Payable department using a computerized system is required
- Excellent written and verbal communication skills required
- Bachelor's Degree, Diploma or Certificate in Business Administration or Accounting is preferred
- Professional designation as a CPA or enrollment in CPA program is preferred
- Minimum 2+ years in a leadership role via managing direct reports and demonstrated coaching and mentoring abilities is preferred
- Experience with full cycle accounting is preferred
- Knowledge of purchase orders and commitments in relation to accounts payable function preferred
- Strong working knowledge of Microsoft Word, Excel and Outlook is preferred
- Experience with Sage 300 CRE (Timberline) and Timberscan is preferred
- Able to analyze and assess situations for the best possible outcome
- Highly self-motivated and able to work well under pressure to meet deadlines, as needed
- Strong attention to detail with excellent organizational skills

Qualified candidates are invited to submit their application to [careers@frpd.com](mailto:careers@frpd.com) (please state job title in email subject line).

We thank all applicants for their interest; however, only those selected for an interview will be contacted.