



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:  
Toll Free Phone: (866) 225-9067  
Toll Free Fax: (877) 825-7564  
L9 P23 R4074 HWY 596 - Box 109  
Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/04/29

## Analyst, Accounts Payable

Job ID	517653800-4623	
Web Address	<a href="https://careers.indigenous.link/viewjob?jobname=517653800-4623">https://careers.indigenous.link/viewjob?jobname=517653800-4623</a>	
Company	Suncor	
Location	St. John's, Newfoundland & Labr.	
Date Posted	From: 2018-11-14	To: 2050-01-01
Job	Type: Full-time	Category: Resource Sector

### Description

LOCATION: St. John's, Newfoundland and Labrador (CA-NL)

JOB NUMBER: 26425

**Job Overview** Are you excited to bring your accounts payable experience to work with a dynamic group supporting our Terra Nova operations? Do you love ensuring compliance for invoicing and workflows? Reporting to the accounts payable coordinator, exploration and production, you will work as part of a high functioning team to provide accounts payable Key Accountabilities:

- Receive, process, and allocate invoices to ensure compliance with terms and conditions of the purchase orders and invoices
- Input invoices in SAP and submit workflow for verification and approval
- Analyze and attest vendor invoices based on quotes, contract rates, and purchase orders
- Review vendor monthly statements and resolve any outstanding issues
- Ensure vendor data accuracy in SAP
- Prepare and process monthly withholding tax remittances
- Prepare accounts payable metrics
- Collaborate effectively with our internal partners and vendors to resolve issues as required
- Seek opportunities for optimization and continuous improvement

**Required Qualifications** Experience and Education:

- Minimum two years of accounts payable experience
- Oil and gas industry experience is an asset
- Diploma or degree in business management with an emphasis on accounting is preferred
- High School Diploma or General Education Diploma (GED)

**Skills and Knowledge:**

- Proficiency in SAP, particularly with the Finance and Cost (FI/CO) and Materials Management (MM) modules
- Strong computer skills with advanced skills in the Microsoft Office suite, particularly Excel; working knowledge of Documentum is preferred
- You are a creative problem solver with strong communication and organization skills
- You are able to handle multiple tasks and manage conflicting priorities in a fast-paced environment
- You act with integrity and collaborate well in order to achieve the best results and deliver the most value

**Working Conditions**

- This position is based at Kelsey Drive in St. John's, Newfoundland
- Qualified residents of the province of Newfoundland and Labrador will be given first consideration in the staffing of this position

**Why Suncor** We are Canada's leading integrated energy company with a business portfolio that includes oil sands development and upgrading, offshore oil and gas production, petroleum refining, and product marketing under the Petro-Canada brand. Our global presence offers rewarding opportunities for you to learn, contribute, and grow in a variety of career-building positions. We live by the value of safety above all else; do it safely, or don't do it. Our strong track record of growth and a focus on sustainability mean tremendous potential for the future. Learn about our mission, vision and values. In addition to rewarding job opportunities, we offer an attractive employee package, including:

- Competitive base salary, compensation programs, and an annual incentive program
- Flexible benefits package
- Rewarding pension and savings plans

**Stay connected to us:**

- Follow us on LinkedIn, Facebook and Twitter for the latest job postings and news
- Join our Talent Community and sign up to receive customized job alerts
- Read our Suncor Connections newsletter to see what we're doing in the communities we live and work in

We are an equal opportunity employer and encourage applications from all qualified individuals. We are committed to providing a diverse and inclusive work environment where every employee feels valued and respected. We will consider accessibility accommodations to applicants upon request. Please note that our job postings are typically open for two weeks, so don't delay, apply now. **JOB CATEGORY:** Business Professionals

For more information, visit Suncor for Analyst, Accounts Payable