



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.Links 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: 2024/03/28

Accounts Payable Representative

Job ID	0E-F0-4E-9E-D8-F5	
Web Address	https://careers.indigenous.link/viewjob?jobname=0E-F0-4E-9E-D8-F5	
Company	Fleming College	
Location	Peterborough, Ontario	
Date Posted	From: 2019-09-07	To: 2019-09-22
Job	Type: Full-time	Category: Finance
Job Salary	\$24.88 - \$28.84 Hourly	
Languages	English	

Description

What This Position is About:

Reporting to the Manager of Accounting Operations, the Accounts Payable Representative is responsible for processing accounts payables for the College, using an Enterprise Resource Planning system. Accountabilities include the resolution of payable issues with College and vendor representatives; processing of approved expenditures in a timely manner; and providing information and support to the College community regarding AP process & procedures to ensure the accounts payable function operates smoothly and efficiently.

The incumbent processes purchase order and non-purchase order invoices, student refunds/bursaries, College credit card reports and employee expense reimbursements; creates and maintains vendors in PeopleSoft; and sorts and distributes mail for the Finance Department. In this role we are looking for strong communication skills with the ability to build and maintain positive relationships with vendors as well as internal clients at all levels of the organization.

For More Information

For a complete job description, please refer to the posting on our website.

Experience

What We Are Looking For:

This position requires a two-year Business diploma, preferably with an Accounting focus, and three years of recent, practical work experience processing a high volume of Accounts Payable transactions in a large organization, using a computerized Enterprise Resource Planning system (preferably Oracle PeopleSoft).

Other experience required for this role includes:

- Experience with involvement in finance year-end processes, including accruals as well as prepaid

- Experience working in a customer service team environment

- Experience interpreting accounts payable information, policies and procedures and providing clear explanations

- Experience independently prioritizing own work assignments to meet regular deadlines, and

multi task while paying particular attention to detail and accuracy

• Intermediate experience using standard office software applications including Excel, Word, Outlook as well as significant previous experience using Accounts Payable software in an ERP system

Please Note • Support

Internal candidates will receive first consideration in accordance with our Support Staff Collective Agreement. Only candidates selected for an interview will be contacted. Thank you for your interest in joining the Fleming College family.

Other

Equity, Diversity & Inclusion

Fleming College is committed to building diverse, equitable, inclusive, and accessible learning and working environments. We welcome those who would contribute to the further diversification of our Staff, our Faculty and our Administration including, but not limited to, women, racialized persons, Indigenous peoples, persons with disabilities, and persons of any sexual orientation or gender identity to apply.

We believe in and promote the rights of all persons with disabilities and commit to ensuring accommodations available throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform our Human Resources staff of the nature of any accommodation(s) that you may require to ensure your equal participation. To obtain a copy of this document in another format please e-mail Recruitment@flemingcollege.ca.

How to Apply

Apply to a Fleming College position by going here: [My Self Service > Recruiting > Careers or My Campus > Career Opportunities](#)