



# 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.

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# Job Board Posting



Careers.Indigenous.Link

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## Billing Analyst

<b>Job ID</b>	<b>77066-en_US-3115</b>
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=77066-en_US-3115">https://careers.indigenous.link/viewjob?jobname=77066-en_US-3115</a>
<b>Company</b>	Canadian Pacific
<b>Location</b>	Calgary, AB
<b>Date Posted</b>	From: 2020-01-24 To: 2050-01-01

### Description

Req ID: 77066 Department: Information Services Job Type: Full-Time Position Type: Non-Union Location: Calgary, Alberta Country: Canada % of Travel: 0-10% # of Positions: 1 Job Available to: Internal & External Deadline to apply: 02/08/2020

Canadian Pacific is a transcontinental railway in Canada and the United States with direct links to major ports on the west and east coasts, providing North American customers a competitive rail service with access to key markets in every corner of the globe. CP is growing with its customers, offering a suite of freight transportation services, logistics solutions and supply chain expertise. Visit [cpr.ca](http://cpr.ca) to see the rail advantages of CP. **PURPOSE OF THE POSITION:** The invoicing analyst is responsible for monitoring and managing a portfolio of vendors and invoices, and assisting the business through a variety of services that support the billing function. This is a high volume, detailed position with many deadlines, changes and variety. Analyst will interact closely with customers, suppliers and fellow team members by providing service, support and training. **POSITION ACCOUNTABILITIES:** Billing: Validate invoices against Purchase Orders, quotes or inventory lists Identify invoice discrepancies and work with customers and suppliers to rectify or dispute Manage disputes with suppliers to completion Validate and Prepare invoices for Accounts Payable by receipting goods and services, creating service entry sheets or creating direct feeds Monitor invoices posted in SAP to payment completion Troubleshoot issues to rectify, uncover root cause and implement improvements Unblock and escalate payments when needed Advise customers when accruals are needed and correspond with finance Maintain records of invoices and back up information for audit needs using excel spreadsheets, share drives and SAP Manage and organize portfolio to meet deadlines

Vendor Maintenance: Maintain records of suppliers and contacts Monitor and maintain accounts in good standing, review statements and correspond with vendor Prepare changes of address, banking and other documentation for Accounts Payable

Purchase Orders: Receive orders from customers and create purchase requisitions in SAP for goods or services Using Purchase Order and invoicing knowledge, determine the best method for setting up the PO when creating the Purchase Requisition Work with customers to monitor and maintain the Purchase Order to completion Provide troubleshooting expertise and training to customers when needed

**POSITION REQUIREMENTS:** Experience using and navigating SAP Good understanding of accounting principles Excellent Excel knowledge Highly organized to manage tight and competing timelines Responsible and dependable Adaptable Ability and confidence to make business and ethical decisions daily Ability to juggle many types of tasks Ability to learn quickly and apply knowledge Desire to learn and grow daily Strong analytical and problem solving ability Ability to extrapolate information from a variety of sources Strong attention to detail Ability to perform repetitive tasks with accuracy Ability to work closely with team and independently Ability to do work in a process driven environment where team members are required to perform tasks in the same manner Ability to communicate in English effectively (oral and written)

**WHAT CP HAS TO OFFER:** Flexible and competitive benefits package Competitive company pension plan Employee Share Purchase Plan Performance Incentive Program Annual Fitness Subsidy

**ADDITIONAL INFORMATION:** As an employer with national presence, the possibility does exist that the location of your position may be changed based on organizational requirements. **Background Investigation:** The successful candidate will need to successfully complete the following clearances:

Criminal history check Reference check

**Management Conductor Program:** Becoming a qualified conductor or locomotive engineer is the single best way for a management employee to learn the business at CP. You may be required to obtain a certification or to maintain your current certification/qualification as a conductor or locomotive engineer. CP is an equal opportunity employer committed to the principles of employment equity and inclusion. We welcome applications from all qualified individuals. All applicant information will be managed in accordance with the federal Personal Information Protection and Electronic Documents Act (&quot;PIPEDA&quot;).

For more information, visit Canadian Pacific for Billing Analyst