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:
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Job Board Posting

Careers.Indigenous.Link

Date Printed: 2024/03/28

Accounts Payable Coordinator (22-18)

Job ID	**8C-2A-05-5F-46-8B**	
Web Address	https://careers.indigenous.link/viewjob?jobname=8C-2A-05-5F-46-8B	
Company	Canpotex	
Location	Saskatoon, Saskatchewan	
Date Posted	From: 2022-05-13	To: 2022-05-23
Job	Type: Full-time	Category: Human Resources
Job Salary	TBD	
Languages	English	

Description

Canpotex is hiring an Accounts Payable Coordinator (22-18) to join the Finance team in our Saskatoon office.

What you will do:

-Responsible for the efficient operation of the accounts payable function including coding invoices, financial system posting of invoices, monthly reconciliations, journal entries and month/year end processes.

-Responsible for reviewing invoices and determining when self-assessment is required for PST and Non-Resident withholding tax.

-Collaborates with management to review and revise all changes in accounts payable processes.

-Ensures strong internal controls over expenditures to mitigate financial risks.

-Provides backup support for other Treasury positions as required.

-Works to encourage a culture of service, problem-solving and innovation.

What you will bring:

-Diploma or certificate in Accounting/Business or related field.

-Minimum two to three years' experience working in an accounting/accounts payable capacity.

-Strong technical knowledge of the Saskatchewan Provincial Sales Tax (PST) legislation and the Federal Goods and Services Tax (GST) would be an asset.

-Sound knowledge of accounting principles, banking functions and multiple currencies.

-Demonstrated proficiency in technology, including Microsoft Office applications.

-An equivalent combination of education and experience may be considered.

Who you are:

-You have excellent accuracy and attention to detail.

-You are a relationship builder who collaborates with business partners across the organization.

-You display the ability to function as an effective member of a team environment; as well, work independently, prioritize tasks and provide timely solutions.

-You demonstrate exceptional analytical, mathematical, and creative problem-solving skills.

-You have excellent listening, interpersonal, written, and oral communication skills.

Who we are:

Canpotex is one of the world's largest suppliers of potash overseas. On behalf of our Shareholders, Mosaic and Nutrien, we market and deliver Saskatchewan potash, a valuable fertilizer nutrient, to millions of fields and farmers, helping the world grow more food.

How to Apply

Click Apply Now!

We would like to hear from you! Please apply online by May 23, 2022.

We thank all candidates for applying; however, only those selected for an interview will be contacted.

To stay connected follow us on LinkedIn.