



Position: **Accounts Payable Specialist**
Location: **Mississauga, Ontario**

Reports to: Controller
Job Type: Part time or Full time
Job Category: Finance
Industry: Commercial and Institutional HVAC

Temspec Inc. is an original equipment manufacturer (OEM) of heating and cooling equipment for the North American school and high-rise condominium / hotel markets. We are a family owned business who prides itself on the quality of our products, our diverse company culture, and friendly, family-oriented atmosphere.

We believe in making Living and Learning Better by providing Quiet, Efficient HVAC products that work Perfectly in the spaces our Customers Create – Quickly and Without Surprises.

Reporting to the Controller you will be responsible for the timely and accurate processing of invoices. She/He manages the accounts payable cycle in accordance with company procedures and established accounting standards.

Responsibilities:

- Perform all accounts payable (A/P) responsibilities which includes batch, code, obtain approval, enter, prepare for payment, pay and file all A/P invoices and match relevant documents
- Communicate with team members to obtain required invoice approvals
- Communicate with vendors seeking payment, manage expectations
- Manage weekly cheque runs
- Ensure vendors are paid within the expected time frame
- Validate vendors' statement of account
- Address, document and follow through on all A/P discrepancies
- Monitor A/P aging and keep accounts current
- Set up new A/P vendors and maintain A/P vendor database
- Select, batch and prepare payment batches
- Vouchers credit card transactions
- Take advantage of supplier discounts when appropriate
- Other duties as assigned

Qualifications:

- Post secondary education in Business Administration, Accounting or related field or equivalent combination of education and experience
- Minimum of 5 years experience in a similar role
- 2 years of experience working in a manufacturing environment (considered an asset)
- Solid working knowledge of general accounting principles
- Experience with Visual Manufacturing ERP system or other comparable system
- Proficient with computer applications (Outlook and Microsoft Excel)
- Highly organized and detail oriented
- Strong analytical and problem-solving skills
- Excellent interpersonal and written and verbal communication skills with the ability to interact with all levels within an organization