

# SLEMON PARK CORPORATION

## POSITION DESCRIPTION

POSITION TITLE: **Accounts Payable Technician**

REPORTING TO: **VP of Finance and Administration**

Date of Preparation/Revision: **March 2025**

### POSITION SUMMARY:

Slemon Park Corporation (SPC) manages a vibrant residential and business community with a portfolio of operations that includes commercial leasing, residential home rentals, accommodations, food service, a convenience store, and airport operations. The Accounts Payable Technician is a key member of a four-person accounting and administrative team reporting to the VP of Finance and Administration. The Accounts Payable Technician manages vendor relations for over 500 vendors representing a wide cross-section of the business community.

### PRINCIPAL RESPONSIBILITIES AND ACCOUNTABILITY:

- Coding supplier invoices for business units, accounts, and related accounting data (RADs)
- Ensuring that supplier invoices have the proper approvals in accordance with company policy and internal control standards
- Entering supplier invoices into the accounting system
- Ensuring the completeness of the recording of supplier invoices by reconciling supplier statements, matching purchase orders with supplier invoices, and developing a strong understanding of SPC business operations and the related flow and timing of supplier invoices
- Ensuring supplier payments are made on a timely and accurate basis
- Preparing cheques and EFT batches for approval
- Updating vendor details including phone numbers, addresses, and banking information
- Verifying to a high degree, in accordance with company policy and internal control standards, any supplier requests for changes to banking information
- Maintaining professional contacts with supplier representatives
- Reconciling SPC corporate credit card accounts
- Entering daily sales sheets into the accounting system
- Other related duties

### POSITION SPECIFICATIONS:

#### **Education and Training**

Post-secondary courses in accounting and strong Microsoft Office skills, especially with Excel, Word, and Outlook.

#### **Experience**

A minimum of three years of experience in accounting with a focus on accounts payable.

#### **Skills and Knowledge**

The ability:

- To understand the importance of the accounts payable function to the efficient and effective business operations of SPC;

- To understand the critical role of accounts payable in financial reporting;
- To understand and follow proper internal control as it relates to accounts payable;
- To work independently;
- To stay on schedule and meet deadlines;
- To work with a strong attention to detail;
- To stay true to high ethical standards;
- To work well with others; and
- To enjoy your work and find satisfaction in a job well done as part of a high-functioning team.

**WORKING CONDITIONS:**

**Working Hours**

This is a full-time position. Working hours are Monday through Friday from 8:30 am. to 4:30 pm, with a half-hour break for lunch.

**Compensation and Benefits**

\$ 43,054 - \$ 51,665 Annually

This position is eligible for group insurance benefits, a company pension plan, and sick leave, in accordance with SPC administrative policies, and starts with three weeks of vacation entitlement.

President \_\_\_\_\_

Date \_\_\_\_\_