

## **Accounts Payable/Accounting Assistant**

*Holland Landing, Ontario*

### **About Us**

Inscape has supported the evolution of the workspace since 1888. A versatile portfolio of systems, storage, walls and seating products addresses the diverse needs of today's office with solutions that stand the test of time – built to last and inherently flexible. Dedicated to delivering innovative solutions with care and expertise, Inscape is here to help you make life at work better.

### **About the Role**

To provide administrative support to the Accounts Payable (AP) and Financial Accounting groups. This role is responsible for ensuring the accurate and timely processing of internal and external payments, and providing financial accounting support with various duties as assigned.

### **Primary Tasks & Responsibilities**

- Process payments and invoices accurately in accordance with closely defined procedures and timescales.
- Check ledgers, statements and accounts to identify errors and take any necessary corrective action, referring more complex items to the Senior AP Administrator.
- Respond to customer inquiries and complaints by telephone or email after checking relevant facts and verifying information.
- Undertake administrative support procedures, such as assisting with filing, mail etc.
- Selecting invoices for payment based upon due dates.
- Ensuring all approved discounts are taken.
- Processing and matching payments.
- Insurance administration, responding to insurance certificate requests.
- Prepaid expense control, monitoring and reconciliation.
- Expense drilldowns/investigations and data retrieval/compilation for departmental, budgeting or other reporting needs.
- Assist in internal controls testing, process improvement identification.
- Assist with various account reconciliations.

### **Knowledge, Skills, Abilities & Education**

- Completion of post-secondary education with a focus on Accounting.
- Strong computer skills
- Minimum 1 year accounting experience, ideally AP exposure.
- Well-developed verbal and written communications skills.

If you have the qualifications for the above position and are interested in joining a team oriented progressive company with excellent benefits, please submit your resume for consideration to [careers@inscapesolutions.com](mailto:careers@inscapesolutions.com).

We thank all applicants for their interest, but advise that only those selected for an interview will be contacted.

**Inscape values employment equity and is an equal opportunity employer.  
Inscape will provide reasonable accommodation to applicants with disabilities.**