

Accounts Payable Specialist

**Do you have what it takes to join the elite security testing team?
If you answered “Yes” we’d love to put you to the test!**

Canary Trap is always on the lookout for professionals to join our growing team. The role of the Accounts Payable Specialist involves providing financial, administrative and clerical support to the organisation. Their role is to complete payments and control expenses by receiving payments, plus processing, verifying and reconciling invoices.

Qualified candidates must possess the required certifications, expertise and experience along with interpersonal skills necessary for success.

Job Responsibilities & Description:

- Review invoices to ensure accurate expense allocations
- Process all invoices accurately in the system
- Review and process weekly EFT and cheque runs
- Communicate with internal and external personnel in a professional and timely manner
- Providing supporting documentation as needed
- Ability to process and follow up on rush items
- Work with vendors to resolve past due invoices and reconcile monthly vendor statements
- Assist in the setup of new vendors in the system
- Post Secondary education in an accounting program
- Minimum 2-4 years working in an Accounts Payable role
- Self starter
- Knowledge of business mathematics
- Strong keyboarding/data entry
- Strong knowledge of accounting principles
- Customer focus is essential

Have what it takes to Join Canary Trap?

Submit your resume/CV to careers@canarytrap.com along with a personal letter.