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Description:

An Accounts Payable Clerk / Assistant will fully support the Accounts Payable function within the Finance department by following procedures:/

Job Responsibilities

Manage the cheque processing system

Meet all payment deadlines

Monitor and control the Accounts Payable process

Train Team Members who use the Birchstreet system

Job Requirements

Previous experience in a high volume Accounts function

Computer literate, with good MS Excel skills

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