



**JOIN OUR TEAM. UNLEASH YOUR FULL POTENTIAL. DEFY NORMAL.**

## **ACCOUNTS PAYABLE ADMINISTRATOR**

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<b>Organization:</b>	Plan International Canada
<b>Reports to:</b>	Finance Manager
<b>Location:</b>	Toronto (Mount Pleasant & Eglinton)
<b>Status:</b>	Full-time, 12-month contract

### **About You**

Are you passionate about equal rights for all children and equality for girls? Can you see yourself being an integral member of a team that works towards transforming lives in developing countries?

Are you an accounting professional willing to take on responsibility for vendor payments and expense reimbursements? The key focus will be accuracy, completeness and timeliness as well as quality customer service and relationship building with key stakeholders within Plan International Canada.

Are you a trusted team member who is proficient in MS Dynamics GP and Office Suite with advanced Excel and data analytical skills? Do you have a collaborative working style to engage with diverse internal stakeholders and encourage creative problem solving?

### **The Position**

- Processing and reviewing a high volume of employee expense reports and vendor invoices electronically through Certify Expense Management Software and manually through Microsoft Dynamics GP
- Ensure appropriate allocation of expenses per cost allocation categories, coding to the correct general ledger accounts, backups and approvals are in place in accordance with Plan International Canada procurement and travel policies
- Process weekly cheque runs, EFT and wire payments build and maintain relationships with key stakeholders (Executive Assistants, business units, executives, managers, signatories, etc.)
- Contact vendors for supporting documents to resolve discrepancies or expediting payments as needed
- Monitor recurring and other payments to ensure timely processing to avoid penalties and update/maintain related spreadsheets
- Support as and when required in absence of Accounts Payable Specialist

### **What does success look like?**

- An aptitude for analysing transactions/balances with attention to detail and accuracy
- A proven track record of multi-tasking and working to tight deadlines while being able to work autonomously
- A flexible and adaptable work style; open to collaboration with strong personalities and professionals; thrive in a fast-paced, evolving work culture
- Strong organizational, time management, problem solving, interpersonal and written/verbal communication skills
- A passion for mission driven work and personal values aligned with those of Plan International Canada's organizational values

### **As our ideal candidate you will have:**

- Successfully manage multiple transactions simultaneously coordinating communication across departments and levels within the organization in a timely manner
- Maintain high standards and efficiency for processing of expense reports
- Be a champion for process improvement
- Bring forward ideas to create efficiencies in day to day tasks
- A quick learner with a proactive approach

### **Why a career with Plan International Canada?**

Are you ready for an opportunity to join one of the largest not for profit organizations in the world? Are you excited about playing an important role in positively impacting the future of millions of children and families globally?

Plan International Canada is a member of a global organization dedicated to advancing children's rights and equality for girls. We are calling on all Canadians to Defy Normal: to take a stand anywhere children are oppressed, exploited or left behind and girls aren't equally valued. Together, we can create a world where all unleash their full potential.

We support children's rights from birth until they reach adulthood. And we enable children to prepare for – and respond to – crises and adversity. We drive changes in practice and policy at local, national and global levels using our reach, experience and knowledge. We have been building powerful partnerships for children for over 80 years and are active in more than 70 countries.

Our unique culture fosters a supportive, flexible workplace where employees are encouraged to bring their whole selves to work. Join our high performing, diverse team and change your career...positively impact the world! Further information can be found at: [plancanada.ca](http://plancanada.ca).

### **How to apply:**

To express interest in this exciting opportunity to join a dynamic organization and a high performing team please forward your CV and covering letter, outlining your skills, experience and salary expectations to [gethired@plancanada.ca](mailto:gethired@plancanada.ca) by **February 20, 2019**. Please reference **Accounts Payable Administrator** in the subject line.

Plan International Canada is an inclusive workplace, and is committed to championing accessibility, diversity and equal opportunity. Requests for accommodation can be made at any

stage of the recruitment process providing the applicant has met the bona-fide requirements for the open position. Applicants need to make their requirements known when contacted.

Consistent with our Safeguarding Policy the successful candidate must receive clearance by a police background check, including the vulnerable sector screen.

Applicants must be eligible to work in Canada for the duration of the work term. Proof of eligibility will be required.

Plan International Canada sincerely thanks all applicants for their expressed interest in this opportunity however only those selected for an interview will be contacted. No phone calls please.

**Thank you for your interest in a career at Plan International Canada!**