



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

ACCOUNTS PAYABLE SPECIALIST

Organization:	Plan International Canada
Reports to:	Manager, Finance
Location:	Toronto (Eglinton & Mount Pleasant)
Status:	Full-time, Permanent

What can you expect from joining a leading organization in the global movement to advance children’s rights and equality for girls?

An inspiring team of intelligent disruptors that challenges themselves to Defy Normal – to be bold, insightful, focused and innovative.

We are one of Canada’s Most Admired Cultures and here’s why: together, we have created a climate of trust and inclusivity – where diversity in people, ideas and approaches is not only respected, it’s encouraged. We are empowered to command change and build powerful partnerships, with support from passionate leaders to unleash our full potential and learn, lead, decide and thrive.

Further information can be found at: plancanada.ca

The Position

- Process and review high volume of vendor invoices and employee expense reports electronically through Certify Expense Management Software
- Ensure appropriate backups and approvals are in place in accordance with Plan International Canada procurement and travel policies
- Perform data integration / entry of all invoices in Microsoft Dynamics GP ensuring that expenses are coded to the correct general ledger accounts
- Ensure appropriate allocation of expenses to CRA cost allocation categories
- Process weekly cheque runs, EFT and wire payments and build and maintain relationships with key stakeholders (executive assistants, business units, executives, managers, signatories, etc.)
- Contact vendors for supporting documents in order to resolve discrepancies or expedite payments as needed
- Oversee filing of documents, including maintenance of electronic copies on shared drives and maintain relationship with Iron Mountain to coordinate/maintain offsite storage

- Coordinate invoicing information for Inter-company billing purposes to the finance team member responsible while ensuring that the information is complete and timely
- Monitor recurring and other payments to ensure timely processing to avoid penalties and update/maintain related spreadsheets
- Prepare balance sheet schedules for A/P accounts and reconcile to general ledger

What does success look like?

- A candidate who can bring a professional approach to the Finance department
- Willingness to learn, advance and thrive in a fast-paced evolving work culture
- Experience working for non-profit or international organizations
- Managing relationships with various stakeholders throughout the organization and be able to influence others by fostering strong relationships

As our ideal candidate you will have:

- An aptitude for analysing transactions / balances and making recommendations
- A proven track record as a problem solver who can multi-task, work under tight deadlines while being able to work autonomously; business acumen
- A flexible and adaptable work style; open to collaboration with strong personalities and professionals
- Experience and confidence interacting with senior executives and a variety of stakeholders in organization
- Strong interpersonal and written/verbal communication skills
- Strong organizational, time management and problem-solving skills
- Attention to detail and accuracy
- A passion for mission driven work and personal values aligned with those of Plan International Canada's organizational values

How to apply:

To express interest in this exciting opportunity to join a dynamic organization and a high performing team please forward your resume and cover letter to gethired@plancanada.ca by **May 16, 2019**. Please reference **Accounts Payable Specialist** 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!