

Role Summary

The Accounts Payable Administrator reports directly to the Team Lead, Finance and is responsible for weekly payment cycles as well as vendor inquiries while maintaining OpenInvoice.

This role is responsible for timely invoice payments and must exercise considerable discretion in activities while obtaining the necessary internal approvals as well as ensuring the maintenance and setups of new and OpenInvoice users and are corporately compliant and in line with the Harvest Signing & Payment Matrix.

Responsibilities

Payments

- Complete payment cycles as scheduled
- Review vendor invoicing to ensure compliance to the terms of the contract and corporate policy prior to payment cycles; including EFT, cheques, and wires;
- Ensure rush all payments meet deadline
- Assist Treasury of any returned EFT funds, investigate, void and re-run payments
- Identify and review supplier accounts to resolve discrepancies resulting to over/short payments of invoices;
- Ensure that all Accounts Payable payment systems, auto posting and bank files are operational, and address any system issues in a timely fashion;.
- Review of EFT setups and changes on a weekly basis
- Assist with cheque clearing, bank reconciliation discrepancies and month end reports
- Ensure all information related to the Accounts Payable payments process is appropriately stored according to Harvest's policies and procedures
- Other duties may apply

OpenInvoice (OI) Admin

- Maintain and setup internal OI user information, including expenditure authorities and routing codes
- On-ramping vendors and contractors in OI and maintaining any vendor changes
- Train, coach, and maintain system users and external vendors in their abilities to perform functions within the OI system
- Conduct data cleanse reviews quarterly to keep data current and active/deactivated
- Work closely with cross functional teams to coordinate vendor setup and edits
- Ensure OI data and system are operational, and escalate any system issues in a timely fashion
- Correcting invoice coding and exporting errors from OI to Qbyte working closely with Financial Systems Analyst
- Other duties may apply

Corporate

- Responsible for vendor inquiries and timely resolution of issues
- Conduct statement of account reviews and reconciliation
-
- Assist with cross functional areas within Accounts Payable team where required
- Act as the backup for the other Accounts Payable team members
- Review and post AP vouchers , Review, verify and process invoices in OpenInvoice
- Participate in regular meetings with Accounts Payable team to evaluate business requirements, communicate expectations and evaluate process optimization opportunities
- Perform in special projects as directed
- Contribute, create and maintain a positive work environment that fosters the success of a high performing Accounts Payable team;
- Other duties may apply

Skills

- Able to learn quickly and effectively to produce high quality work
- Excellent communication, interpersonal, and teamwork skills
- Time management skills, with the ability to balance multiple priorities and meet critical timelines
- Positive attitude towards work

Qualifications

- Preferably University Degree
-
- 5+ years accounting experience with payment cycles
- Qbyte, OpenInvoice and/or SAP experience is a mandatory requirement
- Able to multitask and be flexible in a fast paced environment
- Detail oriented with drive for efficiency and timeliness
- Strong analytical, interpretive, organizational and problem solving skills
- Excellent communication skills a must

Harvest Operations Corp. provides competitive compensation and a comprehensive benefit package. We are committed to providing ongoing professional development and opportunities for career advancement. Please visit Harvest's website at www.harvestenergy.ca to learn more about our company.

Please email your resume and cover letter to careers@harvestenergy.ca

***Please reference "Job Posting - #10292 – Senior Accounts Payable Administrator" in the subject of your email.**

We sincerely thank those who apply, however, only those applicants selected for an interview will be contacted.