

## ACCOUNTS PAYABLE / RECEPTIONIST

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*Founded in 1996, Select Tool is a leading manufacturer of high quality and innovative solutions to valued customers worldwide. We are a full-service provider of Automation, Special Machines, Turn-Key Productivity Systems, Specialty Tooling, and Checking Fixtures.*

*We control our value chain from concept to completion, thus offering many professional development and personal growth opportunities to our team members, as well as greater value and capabilities for our customers.*

*We value our team members, which is why we offer excellent wages, comprehensive benefits & RRSP program along with a great work environment, clean and modern facilities, and a driving desire to continue to be the best at what we do.*

### **Reporting to:** CFO

**Job Description:** This position is a combined role entailing Accounts Payable and Receptionist duties. The Accounts Payable Clerk is responsible for providing financial, administrative and clerical services. This includes processing and monitoring payments and expenditures. The receptionist provides general office support with a variety of clerical activities and related tasks. The receptionist will be responsible for answering incoming calls, directing calls to appropriate associates, mail distribution, flow of correspondence, requisition of supplies as well as additional clerical duties.

### **Primary Duties and Responsibilities:**

- Responsible for match incoming packing slips with vendor invoices and data entry of invoices for payment
- Prepare batches of invoices for data entry and vendor cheques for mailing
- Match invoices to checks, obtain all signatures for checks and distribute checks accordingly
- Obtains the necessary approval for service invoices and validates against contract requirements
- Research and resolve any outstanding balances on accounts, including telephone, mail, or email communications with vendors
- Make bank runs as needed for petty cash and events
- Respond to all vendor and customer inquiries
- Reconcile vendor statements, research and correct discrepancies
- Assist in month end closing
- Answering, screening and forwarding any incoming phone calls while providing basic information when needed
- Receiving and sorting daily mail/deliveries/couriers
- Greet persons entering organization/ Assist with Sign in portal
- Ensure knowledge of staff movements in and out of organization
- Organize conference and meeting room bookings
- Update Phone extensions/Call lists/Update voicemail recordings for all lines
- Provide back up support for travel booking for service calls/trips
- Responsible for weekly meter reads emailed to Advance Business for all printers
- Weekly order of office supplies to ensure stock is well maintained
- Assist with additional duties as needed

**Skills & Experience:**

- Operate with a high degree of professionalism, and attention to detail.
- Experience in Sage 300 is an asset
- Strong customer service and organizational skills
- 1 year of accounting experience and data entry skills is an asset

**Requirements and Education:**

- Ability to work in fast paced / team environment
- Valid Ontario Driver's license
- Excellent verbal and written communication skills.
- Minimum High School diploma.
- Post-Secondary education or equivalent combination of education, training or experience

**Accessibility**

Select Tool is committed to fostering a positive work environment and empowering its employees. Select Tool encourages applications from all qualified applicants and provides accommodations for applicants with disabilities. Please contact [hr@selecttool.com](mailto:hr@selecttool.com) if you require an accommodation during the recruitment process.