

**Coordinator - Accounts Payable  
Pointe-Claire, QC.**

**About FPInnovations**

FPInnovations is one of the world's largest private, non-profit forest research centres. It helps the Canadian forest sector develop innovative solutions based on the unique attributes of Canada's forest resource in order to ensure sustainable development, taking full advantage of the industry's significant scientific, technological and commercial capital.

**Description**

Under the supervision of the Accounts Payable/Receivable Team Leader, the Coordinator - Accounts Payable coordinates and processes expense reports and vendor invoices.

**Responsibilities:**

- Reconciles, verifies and processes employee expense reports while ensuring compliance with company policies and procedures;
- Verifies, matches and processes supplier invoices to purchase orders using the ERP system Oracle;
- Enters credit notes, manual invoices and other related information in the ERP system Oracle;
- Reconciles corporate credit cards;
- G/L analysis, as required;
- Issues and applies prepayments to vendors;
- Reconciles supplier statements;
- Ensures invoices and expense reports are processed in compliance with sales tax rules;
- Communicates with suppliers and employees to resolve invoice or payment issues;
- Ensures that company policies and procedures are adhered to;
- Provides recommendations for continuous improvement of the expense report and invoice processes;
- Performs miscellaneous job-related duties as assigned.

**Qualifications:**

- DEC in Accounting or related field;
- Minimum of 3 years of experience in accounts payable;
- General accounting knowledge;
- Experience working with an ERP system such as Oracle;

- Knowledge of sales taxes (GST, QST and PST) applications;
- Working knowledge of Excel;
- Highly oriented towards team work, communication and results with strong interpersonal skills;
- Must be well-organized and detail oriented;
- Very good oral and written communication skills in French and in English.

*Note:* Words importing the masculine gender include the feminine gender and are used solely to simplify the text.

**Please submit your résumé to:**

[Recruitment\\_recrutement@fpinnovations.ca](mailto:Recruitment_recrutement@fpinnovations.ca)

**IMPORTANT: Please quote job number and title # 407 A/P  
Coordinator, Pointe-Claire, in the subject line.**