

# Marina Accounts Payable Clerk (Part-Time)



*This role involves working with the operational management team, providing a range of Accounts Payable duties.*

*The Accounts Payable Clerk is an integral part of the MTH Crew as this person manages and maintains financial records for the marina. The person in this role is expected to...*

## **Qualifications:**

- Professional demeanor in written, in-person, and on telephone.
- Ability to maintain confidentiality and professionalism.
- Ability to work on tight deadlines.
- Impeccable organization skills.
- Self-motivated and capable of working independently.
- Comprehensive knowledge of Accounts Payable (AP).
- Tech savvy and good with using multiple software such as Excel, Word, Outlook.
- Proficient with spreadsheets and databases.
- Lightspeed software knowledge an asset (MTH operating system).
- Knowledge of marine industry would be an asset.

## **Education:**

- 2 years minimum experience or an equivalent combination of experience (in an A/P role preferred) and education (in accounting or commerce).

## **Responsibilities and Duties:**

- Accounts Payable data entry, scanning, coding, filing, sorting, and organizing invoices and other documents.
- Reconcile monthly vendor statements (verify accuracy of vendor invoices by reviewing prices, quantities, discounts and tax extensions, and totals).
- Match packing slips and purchase orders to invoices.
- Resolve purchase order, invoice, or payment discrepancies and documentation; ensure credit is received for outstanding memos or purchase order amendments.
- Ensure invoices are processed and paid in a timely manner.
- Maintain records of accounts payable.
- Assist bookkeeper with accounting related tasks.
- Work through emails related to invoices from vendors.
- Consult with vendors regarding discrepancies or inquiries.

- Reconcile supplier statements and ensure accuracy (ensure purchase orders reconcile with vendor statements and invoices).
- Provide customer service to internal business partners.
- Telephone, customer service, and counter sale back up as needed.
- Perform special projects and other duties as assigned.

### **Personal:**

- Take pride in work quality, workspace organization and personal hygiene.
- Observe the uniform (MTH t-shirts/sweatshirts and steel-toed footwear) and maintain a professional appearance.
- Observe marina's no smoking policy.
- Never come to work intoxicated (alcohol and drug impairment are an issue of safety).
- Participate in training and development (i.e. First Aid training).
- Work cooperatively with supervisors and crew.

### **Other Details:**

- position is PART-TIME contract
- 16 hours per week (2 days/week)
- Ability to commute
- \$21-\$25 per hour based on experience and education
- Benefits package
- Vacation pay
- Incentive for year end bonus based on job performance and marina's year end
- Annual wage review
- Annual performance review