



Accounts Payable Clerk

Company: Thomas, Large & Singer Inc.

Location: Markham, Ontario

Job Type: Full time

Experience: Min. of 2 Years

Education: College or University

General Job Description

Thomas, Large & Singer Inc. (TL&S) is currently seeking an energetic individual in the role of **Accounts Payable Clerk**.

Reporting directly to the Accounts Payable Accountant, responsible for performing data entry and related duties in disbursing non-payroll accounts payable to individuals and corporations.

Duties and Responsibilities:

- Manual entry of invoices into ERP system
- Ensuring all required supporting documentation and approvals have been obtained prior to entry
- Match vendor invoices with purchase orders and receiving reports, report and resolve discrepancies if any
- Issue weekly cheque run
- General office administration e.g. filing, scanning, processing outgoing mail

Qualifications

- Degree or diploma in Accounting or a related field
- Strong knowledge of Microsoft Excel
- A minimum of 2 years of experience in Accounts Payables is preferred.
- Strong organization skills and ability to adapt to the business' changing needs and volume
- Be proactive and have a positive attitude
- High level of accuracy
- Experience with Sage X3 would be an asset

What's In It For You...

- **Great team** dynamic and tight knit company culture. One of the most important factors in choosing your next role is the people you work with and our people are AWESOME!
- **Flexible work environment.** Some flexibility on working hours and work from home days.
- **Competitive compensation package.** We get it – money isn't everything, but it's still a very important factor.

- **Summer Hours Program** – who doesn't want to leave early on Fridays to spend more time with friends and family while the sun is shining

To apply for this position please send your resume to HR@tlscanada.com

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

Thomas, Large & Singer welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

About Thomas, Large & Singer Inc.

Since 1912, Thomas, Large & Singer has been a preferred buy-sell distributor in the Consumer Packaged Goods industry for many Canadian and international clients. Over the past century, the company has developed expertise in all facets of the industry from national logistics and warehousing, to order-to-cash, trade promotional control solutions, broker management and sales agency of private label and industrial ingredient solutions.

To find out more, please go to our website www.tlscanada.com