

Accounts Payable Administrator

Part-time, Temporary (3 days/week; August - November, 2019)
Burnaby, BC

Knowledge Network, British Columbia's public broadcaster, is seeking an Accounts Payable Administrator to join our Finance team on a temporary basis. This individual will ensure that our suppliers are paid on an accurate and timely basis, as follows:

- Process supplier invoices, internal expense claims, corporate credit cards, petty cash reimbursement and cheque requisitions
- Make bank deposits; maintain files and records
- Conduct miscellaneous accounting activities

You have:

- A minimum of 2 years' general accounting experience, preferably accounts payable and EFT payments
- Proven ability working with excel, databases, accounting software, preferably Sage 300
- A thorough understanding of financial and accounts payable transactions
- Exceptional interpersonal, communication and organizational skills with extraordinary accuracy and attention to detail

Knowledge Network is an equal opportunity employer committed to diversity in everything we do. We offer flexibility in the schedule and a competitive hourly rate. Please send a letter stating why you are the right person for us, along with your resume to hr@knowledge.ca, by June 30th.