



AP/AR Clerk

Job Category:

Administration and Management

Type:

Part-Time/Full Time

Location:

4987 Portage Ave, Headingley, MB R4H 1C7

Description:

Matix Lumber Inc. is a family and locally owned and operated professional building supply centre that provides for all of your building needs. We are a building supply and project centre providing project providing contractors and do-it yourself builders with the tools, materials, design, and construction services to support projects of any scale. Matix Lumber services all sectors of the building industry and offer a comprehensive selection of quality lumber and building materials manufactured by North America's leading producers. We provide contractors, avid builders DIYers, and community leaders the tools, construction service, and design expertise to support residential and commercial projects – from start to finish.

We believe in building collaborative, mutually beneficial relationships with everyone we work with and have been able to achieve this through our industry experience, sound project execution, and visionary thinking.

We are looking for an AP/AR Clerk to join our growing team. Consider applying for this incredible opportunity!



The successful candidate will have duties such as but not limited to:

- Preparing vendor AP invoices for payment by confirming transaction information
- Obtaining authorization for vendor invoices to be paid
- Scheduling vendor payments
- Verifying AP by reconciling statements, invoices and receiving reports
- Resolving account discrepancies by investigating documentation
- Maintaining accounting general ledger accounts by posting account transactions
- Building and maintaining strong relationships with customers and vendors
- Maintaining confidentiality
- Other duties as assigned

The ideal candidate will have:

- Experience in AP including reconciliation and reporting in a busy and deadline-driven organization
- Demonstrated ability to function independently and follow up on requests
- Experience in problem-solving and having the ability to assess and triage situations while recognizing when matters require supervisory attention
- Maintaining focus and a strict attention to detail within an open office environment
- Providing excellent customer service (internal and external)
- Advanced Microsoft Excel skills
- Experience in using Great Plains Dynamics and BisTrack software, or similar software applications
- Previous experience in collections
- Accurate keyboarding skills



Our employees enjoy a full range of health benefits and other Company perks including benefits, store discount, tuition reimbursement, and much more.

Matix Lumber is an equal opportunity employer and is committed to fostering a diverse workforce that is equitable and inclusive for all. Matix Lumber provides equal employment opportunity to all employees and applicants without regard to an individual's protected status under the Human Rights Code including but not limited to: race/ethnicity, persons with disabilities, members of visible minorities, religion, creed, sex or gender, sexual orientation, gender identity or expression, family or marital status, pregnancy/childbirth or related conditions, national origin, military or veteran status, or any other protected status. Accommodations are available upon request throughout all aspects of the selection process. Candidates requiring accommodations may contact hrcareers@matixlumber.com.

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