



JOB POSTING

Accounts Payable Coordinator

About the Company

Virox Technologies Inc. is a leading manufacturer in equipping the entire spectrum of global markets that are concerned with infection control with state-of-the-art antimicrobial technology in the war against microbes. As a research driven company, Virox currently sells branded and private label products and partners with industry leaders in human and animal health markets. All partners have validated the scientific claims and market acceptance of our patented technology called Accelerated Hydrogen Peroxide. We are presently growing at an exciting pace and are looking to add an Accounts Payable Coordinator to our team.

About the Role

As a member of our Finance team reporting to the Director of Finance, the *Accounts Payable Coordinator* is responsible for providing support to the finance team in all aspects of accounting in accordance with Generally Accepted Accounting Principles (GAAP).

Duties & Responsibilities

- Ensuring Accounts Payable invoices are received, processed, sent for approval and posted into Great Plains daily.
- Entering inventory, non-inventory invoices, and expense reports, daily into Great Plains.
- Performing 3-way inventory receipt match for invoices and balancing to receipt.
- Initiating and completing the new vendor setup process.
- Creating Purchase Orders (P.O.) and Monitoring Purchase Order compliance.
- Completing cheque and EFT/ACH runs on a weekly and bi-weekly basis, as needed.
- Reconciling receipts to the purchase accrual account weekly
- Reconciling pre-paid accruals accounts monthly.
- Requests for payments and outstanding invoices issues, following up with vendors as needed.
- Ensuring Accounts Payable sub-ledgers and journal entries balance on a monthly basis.
- Completing and reviewing standard operating procedures (SOPs).
- Filing and general administrative tasks, as needed.
- Other projects and tasks, as assigned.

What do you need to succeed?

- Three (3) to five (5) years of progressive experience in accounting, preferably in a consumer packaged goods manufacturing environment is considered an asset;
- College diploma or Bachelor's Degree with a major in Accounting is an asset.
- Knowledge and understanding of Commodity Tax Requirements (HST/QST);
- Experience using Great Plains for accounting, is considered an asset;
- Strong Microsoft excel skills is a must.
- Effective verbal and written communication skills;
- Ability to maintain confidentiality, analyze data, problem solve and work within tight deadlines;
- Strong attention to detail, numeracy, organizational and teamwork skills.
- Ability to work longer hours during peak periods

Applications

Those interested in being considered for this opportunity are asked to forward their resumes to jobs@virox.com.

Virox Technologies Inc. is committed to providing accommodation for individuals with disabilities. Accommodation will be provided upon request in all parts of the hiring process as required in accordance with the Virox Technologies Inc. Accommodation Policy. Candidates requiring accommodation are asked to make their needs known in advance.

We sincerely thank all applicants who express an interest in this role; however, only those candidates being directly considered will be contacted.