

## ACCOUNTS PAYABLE ADMINISTRATOR

### Position Overview

The Accounts Payable Administrator is responsible for ensuring accurate and timely payment of all supplier invoices, including volunteer expense reports. This person also supports ad hoc requests for management information relating to expenses.

### Duties and Responsibilities

- Review all volunteer expense reports for completeness, receipts and business explanations and follow up for Board approvals
- Review supplier invoices and submit for payment, once appropriate and necessary approvals have been received
- Ensure that expenses are properly categorized (cat/dog/fundraising/etc) and recorded in Quickbooks as a basis for effective management reporting
- Prepare cheques, coordinate signatures for cheques and mail or deliver signed cheques
- Establish relationships with key suppliers, monitor the timely payment of balances owing and where necessary engage with suppliers to update them on payment progress
- Support requests for ad hoc management information reports and data requests
- Periodically reconcile veterinary expenses with ledgers from the veterinarian

### Qualifications and Experiences Needed:

- Experience with QuickBooks Online, Excel, Word
- Strong analytical, organizational and interpersonal skills
- Ability to work with others

#### How to apply:

Send an email with your interest, reason for wanting to work with EHS and resume to the contact below. Please include "EHS Accounts Payable Administrator Application" in the subject line.

EHS HR Recruiter  
[HR.Recruiter@etobicokehumanesociety.com](mailto:HR.Recruiter@etobicokehumanesociety.com)