



Accounts Payable Technician

Location

Montreal, Quebec

Position status

Regular/Full Time, 35 hours per week

Why Join The Kidney Foundation?

Excellent kidney health, optimal quality of life for those affected by kidney disease, and a cure. This vision drives us to build community connections, fund research and deliver programs and services that make a difference in the lives of those impacted by kidney disease, while engaging them in a community of care and support.

You can make a difference by joining our dynamic and dedicated team at The Kidney Foundation of Canada!

What do we offer?

- Hybrid working arrangement (2 days a week in the office)
- Support for a home office set up and monthly home internet allowance
- 3 weeks annual vacation (6% of earnings)
- 10 Health (sick) days per year
- 15 paid holidays per year
(these must first be used to satisfy provincial statutory holidays, the balance can be used at the employee's discretion)
- Participation in the Group Insurance Benefits plan
- Participation in the Group RRSP (employer contribution 5%)
- A full employee assistance program
- A culture that supports continuous learning and development

Job Overview:

This position reports to the National Director of Finance and is responsible for processing a high volume of accounts payable/receivable transactions ensuring accuracy. The position also maintains and reconciles accounts payable and receivable ledger accounts and responds to related inquiries as well as

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participating in month-end and year end closing processes, prepares journal entries and intercompany transfers.

What You Will Be Doing:

- Verifies the coding of the invoices / expense reports in accordance with the accounting chart of accounts.
- Verifies the provincial tax application.
- Enters and reconciles the invoices in the accounting database.
- Prepares the cheques and reconciles account payable transactions.
- Performs expense analyses of general ledger accounts as needed.
- Prepares the journal entries and accruals at year end related to accounts payable.
- Communicates with supplies as needed.
- Enters journal entries in the accounting database.
- Performs related clerical duties, such as maintaining virtual filing.

Qualifications, Skills and Experience Needed:

- Completion of College level courses in accounting and/or bookkeeping and at least 3 years of experience in a similar position.
- Knowledge of provincial taxes in Canada.
- Proficient in Microsoft Excel with intermediate skills.
- Proficient with Accpac.
- Level of French required: intermediate spoken and written, approximately 20% of tasks to be performed
- Level of English required: advanced spoken and written, approximately 80% of tasks to be performed
- The ability to work both independently and as a team player.
- Self motivated; ability to work under pressure and meet deadlines.

How to apply?

Apply via email only using the subject line "Accounts Payable Technician" to resume@kidney.ca

Please include a cover letter and salary expectations.

We wish to thank all applicants for their interest and effort in applying for this position; however, only candidates selected for interviews will be contacted. This position will remain open until a suitable candidate is found.



More about The Foundation?

To learn more about The Foundation and explore our vision and mission, please visit our website at kidney.ca

At The Kidney Foundation of Canada, we value diversity, which helps us to understand and meet the needs of the people we serve. We also recognize the important role it plays in fostering creativity and innovation.

The Kidney Foundation of Canada welcomes and encourages applications from people from all walks of life, including diverse gender identities, Indigenous Peoples, visible and ethnic minorities, and people with disabilities. Accommodation is available confidentially upon request for candidates taking part in all aspects of the selection process.

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