



ACCOUNTS PAYABLE CLERK

Dartmouth, NS

Find your drive at **Parts for Trucks**, Eastern Canada's leading distributor of heavy-duty truck & trailer parts with over 100- Years in the industry and variety like no other. We supply parts, truck-mounted equipment and repair service to customers across all areas of the trucking industry. We have an opening for an **Accounts Payable Clerk** in our Head Office in Dartmouth.

Responsibilities Include:

- Print, sort, organize large volume of invoices for multiple vendors
- Match invoices to purchase orders; resolve receiving and purchasing issues
- Perform data entry of invoices, verify and process invoices for payment, and perform cheque runs.
- File packing slips, invoices and cheques on a daily and weekly basis
- Reconcile vendor accounts; update records or investigate and respond to vendor inquiries.
- Process account credits, reconcile inventory costs, and assist with month-end processes.
- Assist with general office duties, including reception relief.

Qualifications:

- Diploma in Business Administration (Accounting Concentration) or similar post-secondary training, plus 2-3 years of experience in a similar accounts payable position.
- Experience with computerized accounting systems required, and basic knowledge of Microsoft Office products (Word, Excel).
- Strong attention to detail and accuracy, proficient keyboarding skills, and the ability to process high volumes of invoices in a timely manner.

Parts for Trucks offers a competitive compensation package, including group benefits and a retirement savings plan. If you have the required experience and are interested in an opportunity to grow within our company, we would like to hear from you. Apply in writing with a resume and covering letter to:

Parts for Trucks, Inc.
Karen Larter, CPHR
15 MacDonald Avenue
Dartmouth, NS B3B 1C6
HR@partsfortrucks.com
Fax: 902-468-7072

Visit our website at www.partsfortrucks.com. We thank all applicants for their interest. Only those selected for interview will be contacted. Parts for Trucks is an equal opportunity employer. We value a diverse and inclusive workplace and are committed to equitable hiring practices.