



## EMPLOYMENT OPPORTUNITY

As Canada's leading full-service Out-of-Home advertising company, OUTFRONT leads the industry with data driven intelligent campaign solutions for our clients. We are passionate about what we do and provide turn-key service from start to finish.

**We are currently seeking an energetic and self-motivated team player to join our Finance department based in Toronto as an **ACCOUNTS PAYABLE COORDINATOR**. This opportunity is for a Sixteen (16) months contract.**

**In this role, YOU will be responsible to record, validate and manage payment of invoices, and this includes:**

1. Providing accurate and timely payment of invoices;
2. Receiving, organizing, coding, batching and inputting all invoices;
3. Matching cheques to the approved invoices;
4. Communicating regularly with internal customers to validate expenditures;
5. Verifying input reports and making any appropriate corrections;
6. Obtaining approval for disbursements and ensuring that expenditures do not exceed authority levels.
7. Initiating weekly cheque runs and month-end close process;
8. Mailing or submitting cheques to the bank;
9. Preparing journal entries;
10. Reconciling vendor statements and communicating with vendors as required;
11. Maintaining documentation for supplier's files;
12. Handling cash applications process on a day to day basis and other related tasks, such as Refunds, Inter Company transfers, NSF and Credit Card Reversals;
13. Creating wire payments for US Vendors, GST, QST, PST, Corporate Taxes monthly.

## YOU possess

1. Secondary education or equivalent, with a certificate or diploma in accounting, finance or related field;
2. A minimum of 3-4 years of direct work experience in accounting & finance in ACCOUNTS PAYABLE;
3. Effective attention to detail and a high degree of accuracy;
4. Effective planning, prioritization, multi-tasking, organizational and time management skills to meet deadlines;
5. Excellent communication and customer service skills with the ability to interact in a professional and effective manner with internal and external customers;
6. Energy, self-motivation, alertness and results-focus;
7. The ability to make independent decisions;
8. Proficiency with MS Office – Word, Excel, Outlook;
9. Proficiency with Oracle is an asset.

Candidates are invited to submit their resume to Human Resources by fax at (416) 255-5714 or by e-mail at: [jobs@outfrontmedia.ca](mailto:jobs@outfrontmedia.ca) by Wednesday, July 8, 2020.

*'OUTFRONT Media Canada LP is an equal opportunity employer and is committed to providing an inclusive, barrier-free recruitment and selection process and work environment. If you are contacted for a job opportunity, please advise Human Resources if you require an accommodation to participate in our recruitment process, we will work with you to meet your needs.'*

**We are OUTFRONT by name and by nature.**