



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 team in Toronto as an **ACCOUNTS PAYABLE COORDINATOR.
This opportunity is for a twenty (20) 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 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 and 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 by Monday, January 20, 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.