



# Job Opportunity Posting

<b>POSITION TITLE</b>	A/P Accounting Clerk
<b>DEPARTMENT</b>	Accounting
<b>LOCATION</b>	Sudbury
<b>REPORTS TO</b>	Manager of Finance

## COMPANY

Vianet is a well-established, customer-oriented telecommunications company located across Ontario. We provide Residential, Small Business, and Enterprise level customers in both urban and rural locations with a wide range of services to suit their unique needs. We offer internet access across a variety of mediums, such as our own Fibre and Wireless infrastructure, which we are continually expanding, as well as over third-party DSL and Cable. We also provide phone service in all our serving areas, as well as high-definition television service in select areas.

We are looking a hard-working employee to help continue to grow our company. To serve our customers better each and every day we need great people. That's why we approach our passion for our company with the same passion for our people. We know that the right people in the right positions can do incredible things, and we love watching that happen!

## JOB SUMMARY

We are now hiring for a Full-Time entry-level A/P clerk position within the Accounting Department.

The ideal candidate will have a strong background in accounting, with a combination of relevant work and educational experience. In order to be successful in this role you will need to be highly organized, with attention to detail and the ability to prioritize your work in order to meet department deadlines.

## POSITION RESPONSIBILITIES

- Invoice entry, tracking and verification
- Maintain general AP inbox, review statements and respond to vendor inquiries.
- Process petty cash and employee expense reports.
- Match receipts with statements
- Assist with internal billing audits and reconciliation
- Maintain payables spreadsheets
- Providing additional general clerical support and data entry as required



## EXPERIENCE/KNOWLEDGE REQUIRED

- Two years of relevant work and educational experience
- Completion of post secondary studies in accounting or business is preferred
- Solid understanding of accounting principles and best practices
- Knowledge of computerized accounting and other software applications, including Microsoft Office Suite.
- Excellent problem solving and numerical analysis skills
- Solid communicator both verbal and written
- Team player with a positive attitude and good work ethic
- Flexibility to work independently with minimal supervision or as part of a team on larger projects.

## HOURS OF WORK

Monday to Friday 8:30am – 5:00pm

## HOW TO APPLY

If this is a job opportunity you are interested in applying for yourself or have someone you would like to personally refer who has the appropriate background and qualifications, please send an up to date resume and submit via email to [humanresources@vianet.ca](mailto:humanresources@vianet.ca) or by fax 705-222-2800 referencing "Accounting Clerk Vacancy" in the subject line. We thank all applicants in advance for your interest in applying, however because of time constraints, only those under consideration will be contacted.