

Accounts Payable Clerk

We like to do things the Eteros way; that means we do everything in-house, from 3D prototyping and CNC machining, to fabricating and electrical. As our product offering continues to grow, we are looking to add an Accounts Payable Clerk to our team.

Eteros is a fast-paced environment that is not for everyone. The person we are looking for will thrive off that energy!

Check out what we make here:

www.mobiustrimmer.com www.thetriminator.com

The culture at Eteros is extremely important to us. It is a tangible feeling that becomes contagious when you have the right people in place. So, what type of person is the 'right fit' for Eteros? Here is what we are looking for when it comes to fit:

Right Fit	Not a Fit
Can-do attitude	"That's not my job" mentality
Strong work ethic	Not eager to learn
Sense of urgency	Lackadaisical
Resourcefulness	Not putting in an honest day's work
Follow-through	Not a team player
Passion in your work	Not taking ownership
Happy people	Watching the clock

Duties

- Review and enter payable invoices into our ERP system, and match to the associated purchase order and packing slip where applicable.
- Prepare appropriate supporting documentation prior to payment.
- Process payments, including cheque printing, EFT payments, and other online bill payments.
- Organize and maintain a logical and efficient filing system.
- Record credit card entries and perform credit card reconciliations.
- Review account balances and reconcile to vendor statements.
- Review open purchase orders and goods received not invoiced.
- Process and enter employee expense reimbursements.
- Other duties as required.

Qualifications, Experience and Abilities

- Minimum one year of Accounts Payable other relevant experience, preferably in a manufacturing environment.
- Excellent verbal and written English skills.
- Experience with Microsoft Excel.
- Experience with Salesforce/Financialforce is an asset.
- Solid understanding of ASPE and the procure-to-pay process flow.
- Post-secondary education in finance/accounting an asset.
- Experience in a multi-currency and multi-jurisdictional environment an asset.
- Experience with intercompany transactions an asset.
- Strong attention to detail and thoroughness.
- Strong organizational skills.
- Excellent interpersonal skills.
- Ability to work both independently and within teams.

Wages

\$54,000 - \$56,000 per year

Perks

In addition to working with an awesome group of people, Eteros offers a comprehensive benefits package after three months of employment. After one full year of employment, employees are eligible to participate in the Company's Employee Stock Ownership Plan.

Job Type

Full-time.

Hours

Primarily day shift (7:00am – 3:30pm), with flexibility to work longer hours as required.

Location

Surrey, BC.

Applications

Please take the following two steps to apply

1. Complete the Predictive Index at the following link:
https://assessment.predictiveindex.com/bo/q50/Accounts_Payable
2. Submit your application, including cover letter, addressing the requirements of the job poster, to careers@eteros.com