



A North Atlantic and Petro-Canada  
Limited Partnership

**Job Title: Accounts Payable Administrator**

## **ABOUT NORTH SUN ENERGY**

North Sun Energy is a strategic partnership between North Atlantic and Suncor for operation and growth of the retail networks in Nova Scotia, Prince Edward Island (PEI), and Newfoundland and Labrador through the North Atlantic and Petro-Canada brands.

For more information about North Atlantic, please visit [www.northatlantic.ca](http://www.northatlantic.ca)

### **Accounts Payable Administrator**

The Accounts Payable Administrator is responsible for the daily operation of North Sun Energy's Accounts Payable system including obtaining approvals prior to payments, preparation and distribution of payments to suppliers, carriers, and contractors, and data entry of information into Microsoft NAV.

This is a 6-month temporary position located in the St. John's office.

### **Duties and Responsibilities:**

- Review account payable invoices submitted for potential errors and/or discrepancies.
- Investigate and resolve billing discrepancies or misapplied cash transactions.
- Obtain approval for all invoices and payments in accordance with authority limits as set out by company policies and procedures.
- Code invoices based on the chart of accounts and prepare invoices for payment and generate cheque and electronic payment batches.
- Prepare and enter EFT transfers and ensure proper approval process of wires is followed.
- Enter and issue payment of product invoices and check calculations on all inventory invoices to ensure accuracy.
- Resolve problems or discrepancies with vendors and respond to enquiries from suppliers regarding payment status.
- Reconcile supplier accounts as required.
- Other duties as assigned.

### **Qualifications:**

- Diploma in accounting, finance, or business administration. Equivalent amount of education and experience may be considered.
- 2+ years of experience, or an equivalent combination of education and experience.
- Strong analytical and communication skills.
- Effective attention to detail and a high degree of accuracy.
- Ability to set priorities and meet deadlines in a fast-paced environment.
- Proficient user of Microsoft Office suite.
- Comfortable using technology with the ability to learn new systems quickly.
- Ability to work independently as well as a member of a team.



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North Sun Energy is committed to Employment Equity. Accommodations during the recruitment process are available upon request for candidates with disabilities.

We offer a competitive compensation and benefits package which include Health and Dental, Wellness Program • Short-Term and Long-Term Disability • Life Insurance • Company Pension Plan with employer contribution • Employee and Family Assistance Program • Free on-site parking • Employee engagement activities

(\*benefits vary based on employment status)

If you are a highly motivated team player, have the qualifications, and are prepared to meet the challenges as outlined, apply by submitting your resume and cover letter to [careers@northatlantic.ca](mailto:careers@northatlantic.ca).