



**JOB TITLE: Accounts Payable Administrator**

**About North Atlantic**

North Atlantic is a diverse and growing, province-wide leader in retail gas and convenience, residential, commercial, and wholesale fuels. For over 30 years, we've built our reputation on quality products, extraordinary service, and support for local communities. With our *people first* approach, North Atlantic looks for dynamic individuals who take initiative and who are committed to fostering a strong team environment. We want people who are known for their positive attitude, genuine communications, and personal drive.

As we advance our business for the future, North Atlantic is driven to developing efficient and green energy solutions aligned to the needs of the world in which we live. Committed to sustainable and responsible business practices, we're driving industry forward, supporting new skills and new jobs for this ever-evolving landscape.

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

**Position Overview**

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

**Duties and Responsibilities:**

- Review accounts 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 inquiries from suppliers regarding payment status.
- Ensure that internal policies and controls are understood and followed in approval and payment of invoices and internal transactions
- Document processes and cross-train peers and new hires as needed
- Recommend improvements to Accounts Payable processes and controls to management
- Reconcile supplier accounts as required.
- Other duties as assigned.



**Qualifications:**

- Diploma in accounting, finance, or business administration.
- 2+ years of experience, or an equivalent combination of education and experience may be considered.
- 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.

North Atlantic 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)

Candidates are encouraged to apply by **March 21, 2025**.