



Job Title: Accounts Payable (AP) Administrator

About North Atlantic

Headquartered in St. John's, Newfoundland and Labrador, North Atlantic is a diverse and growing operator in retail gas and convenience, commercial, and wholesale fuels. A leader in the energy industry in the region for more than 30 years, its group of companies, NARL Marketing LP, North Sun Energy, NARL Logistics LP, Canadian Maritime Agency Ltd. (CMAL) and Terra Velo Solutions (TVS), collectively manage a robust energy and logistics network across Atlantic Canada, supplying customers with gasoline, diesel, marine fuel, heating oil, and jet fuel.

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.

North Atlantic has built its 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.

For more information about the North Atlantic, please visit www.northatlantic.ca

Position Overview

The Accounts Payable Administrator is responsible for processing payment requests in all forms, coordinate with related parties to complete transactions timely and accurately in compliance with controls.

Duties and Responsibilities:

- Review accounts payable invoices submitted for potential errors and/or discrepancies.
- Investigate and resolve billing discrepancies or misapplied cash transactions.
- Process invoices and payments requests in systems.
- Adhere to internal deadlines and operational targets while complying with Payables guidelines and procedures.
- Take action and ensure any potential issues are promptly reported to the Supervisor.
- 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.
- 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.
- Bilingual French/English is preferred.
- SAP (and broader ERP) experience; strong proficiency with Microsoft office suite.
- Strong analytical and communication skills.
- Effective attention to detail and a high degree of accuracy.
- Proven ability to set priorities and meet deadlines in a fast-paced environment.
- Comfortable with technology and quick to learn new systems.
- Ability to work independently as well as a member of a team.
- Willingness to travel for work as needed.
- Ability to operate effectively amid ambiguity and in new/rapidly evolving environments.

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

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