



# GUARDIAN CAPITAL

**JOB TITLE:** Accounts Payable Coordinator  
**DEPARTMENT:** Finance, Guardian Capital Group Limited (“GCG”)  
**REPORTS TO:** Corporate Accountant  
**LOCATION:** Commerce Court West, 199 Bay Street, Toronto

## **JOB STATEMENT:**

Reporting to the Corporate Accountant, the Accounts Payable Coordinator will be responsible for processing all payables for GCG and its subsidiaries. The role of the Accounts Payable Coordinator will involve providing financial, administrative and clerical support to GCG.

## **ESSENTIAL FUNCTIONS:**

- Completing vendor payments and employee expense reimbursement claims by receiving, processing, verifying and reconciling invoices, credit memos or other requests;
- Recording expenses, purchases and reimbursement claims to appropriate accounts and cost centers on a timely basis;
- Queuing payments for release as they come due with appropriate lead time;
- Corresponding with vendors and employees in a professional manner so as to build relationships that create the ability to answer queries and resolve disputes;
- Preparing funds transfers, including wires, ACH, EFTs and cheques;
- Issuing stop-payments or similar;
- Assisting with other day-to-day banking activities, including bank deposits and uploading of positive pay files;
- Maintaining historical records by filing documents electronically and physically, where appropriate;
- Continuing to improve the payment process;
- Providing support to others on the Finance team and to management; and
- Performing other tasks as assigned.

## **QUALIFICATIONS:**

- Post-secondary education in accounting, finance or related field
- Previous accounts payable experience preferred
- Basic proficiency in Microsoft Office, Excel and Word
- Familiarity with accounting software packages preferred, Multiview Financials a plus
- Excellent attention to detail, thoroughness, organization and ability to analyze information
- Possess a thorough understanding in vendor relationships and accounting concepts
- Strong data entry and math skills

## **COMPENSATION:**

Commensurate with experience

*If you are interested in applying for this position, please forward a cover letter and resume in confidence to [hr@guardiancapital.com](mailto:hr@guardiancapital.com).*

*Guardian Capital is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including persons with disabilities. In compliance with AODA, Guardian Capital will endeavour to provide reasonable accommodation to persons with disabilities in the recruitment process upon request. If you are selected for an interview and you require accommodation due to disability during the recruitment process, please notify the hiring manager upon scheduling your interview.*

*We thank all applicants for their interest but only those selected for an interview will be contacted.*