



# Accounts Payable Clerk

(Part-time position)

CHCH-TV in Hamilton, Ontario has an immediate career opportunity for a part-time **Accounts Payable Clerk**, reporting to the Accounting Manager. The Accounts Payable Clerk will be responsible for the coordination and processing of accounts payable, and will be working with the Finance team.

## Responsibilities and Duties

- Full cycle Accounts Payable including but not limited to:
- Reviewing vendor invoices and statements for accuracy
- Coding and entering vendor invoices and distributing for approvals
- Entering invoices into the system
- Preparing for and issuing cheques for signature and mailing
- Employee expense report processing
- Reconciling company credit card expenses
- Responding to vendor enquiries
- Clerical filing of invoices and statements
- Preparation of monthly remittances including HST and Socan
- Reconciling month end payable sub-ledgers
- Other duties as assigned

## Qualifications and Skills

- Pride in quality and accuracy of work
- Will have an Accounting Diploma and/or 1 to 3 years of relevant experience in an Accounts Payable role, with an understanding of basic accounting and HST.
- Have a desire to learn and be able to work in a fast-paced, collaborative environment
- Will have the ability to analyze data, problem solve and find working solutions
- Strong communication skills and professionalism to deal with vendor enquiries & issues
- Exceptional ability to multi-task
- Superior organizational abilities, and good attention to detail
- Ability to work independently and take initiative
- Excellent computer skills – Excel a must; Adagio accounting software experience would be an asset.

**Posting date: November 23, 2017**

**Application Deadline: Noon Monday December 4, 2017**

Please send your résumé and covering letter quoting reference # CHCH-AP-2017-11 in confidence to: [hr@chch.com](mailto:hr@chch.com) (No Phone Calls Please) This is a Union position Rate Group 5, Functional Group V.3.

2492619 Ontario Inc., providing administrative services to CHCH TV and other broadcast and digital media, is an equal opportunity employer dedicated to diversity in its workforce. Please note that all qualified candidates are encouraged to apply but applications from Canadians and permanent residents will be given priority. We thank all applicants for their interest; however, only selected candidates will be contacted. No telephone calls or agencies please. To see all of our career opportunities, please visit <http://www.chz.com/careers/>

### About CHCH

CHCH-TV started broadcasting in 1954 and is proud to be the news leader for Hamilton and the surrounding Halton and Niagara regions. CHCH produces over 24 hours of original local news programming each week. With a primetime line-up anchored by movies, news magazine shows, and hit dramas, CHCH is available to over 92% of Ontario households and is viewed by millions nationally each week. CHCH News is produced daily out of its broadcast studio located in Hamilton, Ontario. For more information, please visit [chch.com](http://chch.com).