

**Role Title:** Accounts Payable Administrator

**Job type:** Permanent

**Location:** Greater Toronto Area – Virtual/hybrid position

**Reports to:** Vice President, Finance

## **Company Description**

Envest Corp. ("Envest" or the "Company") is a growing independent energy producer focused on the development, construction, and operation of renewable energy projects in North America. Our mission is to create safe, sustainable, reliable, and cost-competitive infrastructure to produce clean forms of energy, while providing solutions for our clients to reduce their carbon footprints. With existing operations in Canada and the U.S., and many more projects in late stages of development, we are looking to expand our team with an Accounts Payable Administrator.

If you are passionate about clean energy and looking to join a dynamic and talented team, we would be pleased to hear from you.

## **Position Description**

The Accounts Payable Administrator is responsible for performing accounting, analytical and clerical duties related to the efficient maintenance and processing of accounts payable transactions for the Company.

## **Key Responsibilities**

- Manages all accounts and incoming payments, and ensures their compliance with financial regulations.
- Maintains accounting ledgers by verifying and posting account transactions.
- Assembles, reviews, and verifies invoices and cheque requests.
- Flags and clarifies any unusual or questionable invoice items or prices.
- Tracks expenses and processes expense reports.
- Prepares and processes electronic transfers and payments.
- Prepares and performs cheque runs.
- Reconciles accounts payable transactions.
- Prepares analysis of accounts and monitors accounts to ensure payments are up to date.
- Researches and resolves invoice discrepancies and issues.
- Maintains vendor files, corresponds with vendors, and responds to vendor inquiries.
- Produces monthly reports and assists with month-end closing.

- Provides supporting documentation for audits and maintains accurate historical records.
- Any other finance and accounting duties as assigned.
- Accomplishes accounting department and organization's mission by completing related results as needed.
- Protects organization's value by keeping information confidential.

## **Skills and Abilities**

- Significant experience with calculating and posting results, and managing and maintaining financial records.
- Excellent knowledge of basic bookkeeping and accounts payable principles.
- Good practical experience with spreadsheets and proprietary software.
- Good mathematical and data entry skills.
- Good knowledge of MS Office (Outlook, Word, Excel, PowerPoint and Teams).
- Good customer service and negotiation skills.
- Accuracy, responsibility, and close attention to detail.

## **Qualifications and Experience**

As a successful candidate you are comfortable working independently in a dynamic environment, reactive to new developments, and proactive in dealing with issues. You have initiative, like to take ownership, look for continuous improvement, welcome the opportunity to learn, and are comfortable in asking questions, making recommendations, and working towards solutions in a collegial team setting. You must have excellent organizational and time management skills, and be able to work on multiple tasks and to prioritize work. You pay attention to details and have excellent written and verbal communication skills.

- Education: Bachelor's degree in finance, accounting, or a related field
- Experience: 2+ years of experience in an accounts payable role

Please note that only candidates selected for interviews will be contacted.

If you are interested in joining the Envest team, we would be happy to hear from you. Please send your resumé to Connor Carrol at [cc@envestcorp.com](mailto:cc@envestcorp.com).