Accounts Payable Clerk

Sudbury, ON

TESC is seeking a detail-oriented and organized Accounts Payable Clerk to join our growing team. In this role, you will be responsible for ensuring the accurate and timely processing of supplier invoices, employee reimbursements, subcontractor payments, and vendor records. You will work closely with project teams, vendors, and internal departments to support the day-to-day accounts payable function and maintain strong financial controls.

If you thrive in a fast-paced environment, enjoy problem-solving, and have experience in construction accounting, we'd like to hear from you.

What You'll Do

- Process supplier invoices, packing slips, and payment transactions accurately and efficiently.
- Match invoices to purchase orders and supporting documentation before approval and payment.
- Enter invoices and related documentation into the accounting system.
- Prepare and process cheque and EFT payment runs for suppliers, subcontractors, and employees.
- Maintain vendor records and set up new suppliers within the system.
- Review employee expense reimbursements and ensure compliance with company policies.
- Reconcile supplier statements and investigate missing invoices or discrepancies.
- Communicate with vendors to address payment inquiries and resolve billing issues.
- Assist Buyers, Project Managers, and internal stakeholders in resolving invoice discrepancies.
- Prepare online payments and enter transactions into Jonas software.
- Complete credit applications and maintain organized financial records.
- Support month-end activities and year-end audit requirements.
- Generate reports and maintain accurate accounts payable documentation.
- Ensure all transactions comply with company policies, procedures, and accounting standards.

What You Bring

- Post-secondary education in Accounting, Business Administration, or a related field, or an equivalent combination of education and experience.
- Minimum 3 years of accounts payable experience.
- Previous experience working in a construction or project-based environment is required.
- Strong proficiency with Microsoft Office, particularly Excel.
- Experience with Jonas Construction Software is considered an asset.
- Experience processing EFT and cheque payments.
- Strong understanding of accounts payable processes and reconciliations.
- Strong attention to detail and commitment to accuracy.
- Excellent organizational and time management skills.
- Ability to prioritize multiple tasks and meet deadlines.
- Professional communication and interpersonal skills.
- Self-motivated and capable of working independently with minimal supervision.
- Ability to handle confidential financial information with discretion and professionalism.

What We Offer You

At TESC, we recognize that great people build great projects. We offer a competitive total rewards package designed to support your career, well-being, and future.

- Competitive compensation, including performance-based incentives
- 100% employer-paid health and dental benefits
- Progressive employer-matched pension plan
- Paid vacation, sick days, and statutory holidays
- Ongoing career development and advancement opportunities
- The opportunity to work on complex, high-impact industrial projects
- A strong safety culture and team-oriented environment where people support one another

Salary Range: $49,028 - $57.680. Salary will be determined based on relevant experience, qualifications, and demonstrated capabilities.

TESC is an equal opportunity employer. In accordance with the Accessibility for Ontarians with Disabilities Act, accommodation is available throughout our recruitment process for applicants with disabilities.

READY to build your career with TESC? Apply today at careers@tesc.com