



Accounts Payable Administrator

Q2 Artificial Lift Services (ALS) has 32 repair and service facilities located across the Canada and the U.S. Our service locations are supported by a world-class manufacturing operation (API & ISO Certified), plus a highly skilled engineering and optimization group.

The Accounts Payable Administrator is responsible for assisting Accounts Payable Department in all matters pertaining to Q2 Artificial Lift Services and other subsidiaries. This position will be based in Red Deer, Alberta.

Responsibilities:

- Receiving all invoices from suppliers and posting accurate invoice details to the GL and A/P sub-ledger
- Matching invoices and cheque stubs and presenting for approval and payment
- New vendor data entry and maintenance
- Invoice and cheque filing
- Balancing vendor statements and monthly AP accounts
- Required to conduct yourself in a professional manner when dealing with vendors

Qualifications & Experience:

- Completion of BADM Diploma or Accounting Diploma
- 1-2 years minimum relevant work experience
- Proficient in accounting, Microsoft Office and especially Microsoft Excel
- Ability to work independently and as part of a team
- Manage multiple tasks and prioritize
- Strong attention to detail

Apply:

Please provide cover letter, resume, salary expectations, and references with attention to Human Resources.

We are an equal opportunity employer. We would like to thank everyone for their interest, however, only those candidates selected for an interview will be contacted.