

Accounts Payable

Saskatoon Head Office

KINDERSLEY *transport ltd.*

A MEMBER OF SIEMENS TRANSPORTATION GROUP INC.

Kindersley Transport Ltd., a member of Siemens Transportation Group Inc. requires an Accounts Payable Administrator at their Head Office in Saskatoon.

Responsibilities

- Enter approved invoices, indicating proper coding and breaking out GST/HST
- Print all cheques as required
- Circulate suppliers' invoices to appropriate department for approval
- Set up new vendor accounts as required
- Match and file cash requirement reports and cheque registers
- Prepare purchasing fuel reports for Controller

Qualifications

- Experience in accounts payable
- Speed and accuracy in entering data
- Good verbal and written communication skills
- Self-motivated
- Good organizational skills
- Accounting knowledge and skills.
- Experience in MS Word and Excel
- Completion of post-secondary accounting training or equivalent experience

To apply for this position;

Mail: Corporate Head Office
Siemens Transportation Group Inc.
P.O. Box 7290
Saskatoon SK, S7K 4J2

Fax: (306) 668-5849

Email: resumes@kindersleytransport.com

***We thank you for your interest.
Only those individuals selected for an interview will be contacted.***

"An Equal Opportunity Employer"