



Job Title: Accounts Payable Clerk
Department: Accounting
Reports To: AP Supervisor

Location: Markham, ON, CANADA

Job Description Overview:

The AP Clerk helps ensure that all payments are booked in correctly with sufficient evidence under the requirement of tax regulations, GAAP and company's policy in an efficient way.

Essential Duties and Responsibilities:

- Review and book evidence of each payment request under given time frame
- Review and compile data for Canadian sales tax filing
- Reconcile and book e-commerce and walk-in business
- Reconcile and book credit card transactions, communicate with bank if necessary
- Help with expense allocation for managerial report
- Correspond with vendors and respond to inquiries
- Improve current process
- Assist in month end closing
- Maintain good attendance and punctuality
- Perform other duties as assigned

Requirements: Skills, Knowledge, Education, and Experience

- Bachelor Degree in Accounting or related field
- Minimum of 2 years Accounting AP experience, prefer in the computer industry
- Familiar with Canadian sales tax and income tax
- Must be proficient with MS Excel on V-look Up and Pivot table
- Strong personal computer and business solutions software skills
- Strong interpersonal skills for interacting accountants, clients, and management
- Good communication skills for communicating with support personnel and management
- Strong analytical and problem solving skills

- Experience working with generally accepted accounting principles and accounting software

Work Environment:

- Works in an office setting

Job Type: Full-time

Application

- Please email your resume and cover letter to: CanadaHR@asus.com and include the job title in the subject line.
- We thank all applicants for their interests but only selected candidates will be contacted for an interview.
- ASUS is compliant with the *Accessibility for Ontarians with Disabilities Act, 2005* , and recognizes its obligation to provide accommodation in the job application process to persons with disabilities on request, up to the point of undue hardship. Requests for accommodation should be directed to Human Resources.