

KEILHAUER

ACCOUNTS PAYABLE SUPERVISOR **GRADE 6**

WHO IS KEILHAUER?

Founded in 1981, Keilhauer is a privately owned, design-focused contract furniture manufacturer. Working with world-renowned furniture designers, Keilhauer is internationally recognized for award-winning design, built with extreme craftsmanship, to the highest environmental standards. At Keilhauer, we believe that because we all share this planet, it is essential that we do our part protecting it. Our comprehensive sustainability program, *Planet Keilhauer*, driven by our goal of closed-loop manufacturing, is an approach to production in which there is no waste and materials are cycled back into the system, minimizing environmental impact.

SUMMARY

The Accounts Payable Supervisor oversees and coordinates the functions of the Accounts Payable (A/P) department by ensuring the timely and accurate processing of accounts payable records. In this position, you will supervise and mentor the Accounting Clerk and provide support to colleagues when needed. Keeping the company in good standing with our vendors is essential to further Keilhauer's goal of making work comfortable for all.

In this role, you will propose and participate in process improvements to maximize efficiency of function. New invoices arrive daily, so you must stay on schedule by tracking them, determining the priority level of each and methodically working to resolve any issues. As most matters in accounting are time-sensitive, good time management skills and the ability to evaluate urgency are essential. Clear communication, good judgement and thoughtful analysis make you a trusted point person for vendors, auditors, and internal stakeholders across the organization. When discrepancies arise, you will troubleshoot the problem and enlist others' support in resolving it.

The ideal candidate for this role is an Accounting professional with excellent attention to detail who thrives while working in a fast-paced environment, enjoys leading people and is able to keep a level head during times of stress. You handle your tasks with composure and diligence, knowing that others count on your timely processing to keep all accounts payable functions flowing. As this is a supervisory role, you will also be responsible for training, coaching and supervising any support staff that assist with Accounts Payable functions.

QUALIFICATIONS

- 3 years' full-cycle accounting in Accounts Payable, preferably within the manufacturing industry.
- Post-secondary Certificate or Diploma in Finance or Accounting.
- Proficiency in Microsoft Word and Outlook and advanced proficiency in accounting software and Microsoft Excel; experience using SyteLine or similar ERP is an asset.
- Leadership capabilities and/or prior management experience an asset.

COVID-19 PRECAUTIONS

Keilhauer has mandated a COVID-19 vaccination policy in place. As of September 22, 2021, all present and future employees are required to provide proof of receiving all recommended doses of an approved COVID-19 vaccine (or combination of approved COVID-19 vaccines) to Human Resources. We are committed to providing

reasonable accommodation to employees who are unable to vaccinate for medical reasons.

- Remote interview process.
- Personal protective equipment provided or required.
- Daily screening of all employees.
- Social distancing guidelines in place.
- Virtual meetings when possible.
- Sanitizing, disinfecting and cleaning procedures in place.

DOES THIS ROLE SOUND LIKE A FIT?

Keilhauer is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive, respectful environment for all employees.

If this role is for you, please send your resume to careers@keilhauer.com and tell us why you would be a great addition to our team! Please note that only those selected for further consideration will be contacted.