

KEILHAUER

ACCOUNTS PAYABLE SPECIALIST

GRADE 5 – Starting salary from \$51,000-\$57,000

WHO IS KEILHAUER?

Founded in 1981, Keilhauer is a privately owned, design-focused contract furniture manufacturer. Keilhauer manufactures seating and tables that makes work more comfortable for all. Keilhauer products are thoughtfully made to support communication and engagement in spaces such as meeting rooms, collaboration areas, lobbies and lunchrooms. Working with world-renowned furniture designers, Keilhauer is internationally recognized for award-winning design, built with extreme craftsmanship, to the highest environmental standards.

SUMMARY

The Accounts Payable Specialist is a supportive role focused on facilitating the timely and accurate processing of Accounts Payable records. Keeping Keilhauer in good standing with our vendors contributes to the company's mission of making work comfortable for all.

In this role, you will liaise with internal and external vendors. You must be able to multi-task, pick up new tasks quickly and work cross-functionally within the department. As most matters in Accounting are time-sensitive, good time management skills and the ability to evaluate urgency are essential. You know which tasks to prioritize and approach them methodically. When issues arise, you use good judgement and thoughtful analysis, looping in the Supervisor for assistance where needed.

The ideal candidate for this role is a junior Accounting professional who has a keen eye for detail and the ability to meet established daily objectives. You handle your tasks with composure and diligence, knowing that others count on your timely processing to keep all Accounts Payable functions flowing.

QUALIFICATIONS

- 2 years' experience in Accounts Payable, preferably within the manufacturing industry.
- Post-secondary Certificate or Degree/Diploma in Finance or Accounting.
- Intermediate proficiency with accounting software, MS Office (Excel, Word, Outlook) and the internet; experience using SyteLine or similar ERP is an asset.

WORKING CONDITIONS

This role is performed primarily in an office environment which is typically quiet. Most of your duties will be fulfilled with the use of a computer and office equipment, with communications taking place by phone, email or in person. Some functions of your role will be conducted in the manufacturing facility, where you may be exposed to dust particulates and noise.

- This position requires long periods of focused reading and typing.
- Must be capable of multi-tasking with frequent interruptions to planned work activities.
- Must maintain a sense of urgency under tight deadlines.
- Must be able to respond and adapt quickly in a dynamic and changing environment.
- Must be able to handle the stress of dealing with issues in a professional manner.
- Must be willing to participate in seminars, training and/or thought leadership relevant to the position or industry.

- Follows all company and OSHA Safety regulations; works in a safe manner and uses personal protective equipment, if required; reinforces housekeeping and Keilhauer's core values.
- Must be able to work additional hours to accommodate month-end and audit schedules.

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.