

## Accounts Payable Coordinator

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**Location:** Waterloo, ON

**Employment Type:** Fulltime

**Start Date:** Immediate

The Kraus Group is one of the largest integrated carpet and flooring manufacturers and distributors in North America with facilities throughout Canada and the USA and is currently recruiting for an Accounts Payable Coordinator to join our team in our Waterloo, ON office.

### Job Purpose

The Accounts Payable Coordinator is directly responsible for performing data entry and related duties for suppliers and disbursing all accounts payable (suppliers, vendors and freight). This includes maintaining ledgers, credit balances and account irregularities.

### Duties and Responsibilities

- Accurate and timely matching of invoices with the related supporting documents
- Accurate and timely coding and entry of invoices
- Validate amounts charged on invoices
- Maintain filing system of all matched and entered invoices and electronic invoice copies along with paid invoices
- Coordinate weekly cheque runs for suppliers and vendors (including freight) and monitor discount opportunities
- Deal with supplier calls as necessary
- Verify account balances versus account statements
- Maintain assorted reports
- Provide support to the Assistant Controller and Controller with analysis and reconciliations as required
- Investigate payment problems while following corporate A/P policies and procedures.
- Ensure the strict confidentiality and privacy of financial records as they relate to the organization and its business partners.

### Qualifications

- Post-Secondary education in Accounting, Finance, or Business Administration
- 3-5 years direct experience in an A/P capacity
- Demonstrated ability to accurately calculate, post, correct, and manage accounting figures and financial records
- Must possess a high level of moral judgment for handling confidential information and monetary transactions
- Experience in gathering data, compiling the proper information, and preparing financial reports
- Strong diplomatic, negotiation, and conflict resolution skills in order to handle late payments and delinquent accounts
- Basic knowledge of accounting systems, budgets, and internal controls
- Advanced proficiency with accounting software and spreadsheet programs and applications, AS400 experience would be considered an asset
- Strong proficiency with Microsoft Office productivity suite

- Effective attention to detail and a high degree of accuracy
- Strong work ethic and positive team attitude
- Able to work in a high volume, fast paced environment
- Sound analytical thinking, planning, prioritization, and execution skills
- Excellent teamwork and team building skills
- Able to effectively communicate both verbally and in writing
- Able to build and maintain lasting relationships with other departments, key business partners, and government agencies
- Strong problem identification and problem resolution skills

To Apply, please send your confidential application to [careers@krausflooring.com](mailto:careers@krausflooring.com).

Check out our website at [www.krausflooring.com](http://www.krausflooring.com)

*The Kraus Group of Companies embraces diversity and is committed to creating an inclusive workplace. Our goal is to attract, develop and retain highly talented employees from diverse backgrounds, allowing us to benefit from a wide variety of experiences and perspectives. In accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005, accommodation will be provided at any point throughout the hiring process, provided the candidate makes their accommodation need known to Kraus. We welcome application from all qualified persons.*