

The journey to  
a great career starts here!



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## OPEN POSITION – ACCOUNTS PAYABLE COORDINATOR (8 MONTH CONTRACT)

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**Status:** Temporary, Full time

**Salary:** \$ 44,000.00 - \$46,000.00 annually

**Vacancy Disclosure:** Existing vacancy

**Location:** Toronto or Montreal

**AI Disclosure:** We use AI-powered tools on job posting platforms to assist in the initial screening and ranking of applications based on job-related criteria. Final hiring decisions are made by human recruiters.

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### OUR VALUES



**WE WORK AS  
A TEAM**

with openness to the ideas and expectations of our colleagues, our customers and our client and **supplier** partners with a commitment to each other.



**WE ARE  
PROFESSIONALS**

on a constant quest for excellence, tackling challenges methodically, efficiently, and with integrity.



**WE GO  
BEYOND**

our responsibilities to our customers, our colleagues, society, and the environment.

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### DESCRIPTION

The incumbent will be responsible for paying invoices to the Jonview suppliers while ensuring to respect the payments terms in place. The incumbent will also be responsible to answer the correspondence with the suppliers either by email or by phone.



Jonview values diversity in the workplace and is committed to employment equity by encouraging applications from the following designated groups: women, aboriginal peoples, persons with disabilities and members of visible minorities.

To facilitate the reading of this document, the masculine form has been retained.

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Jonview

## RESPONSIBILITIES

- ❖ Enter and update invoices in database
- ❖ Verify invoices
- ❖ Make payments for hotels, passenger transfers, cars, routes and cruises
- ❖ Provide responses to emails and/or phone calls from suppliers regarding disputes and/or urgent unpaid invoices
- ❖ Call center agent
- ❖ Perform all other related tasks

## POSITION REQUIREMENTS

- ❖ Experience in Accounts Payables
- ❖ Fluency in **both English and French** is required for this role. Candidates must be able to **read, write, and communicate effectively** in both languages
- ❖ College diploma or vocational diploma in accounting an asset
- ❖ Ability to learn new systems quickly
- ❖ Great ease with customer service correspondence
- ❖ Detailed oriented and strong time management abilities
- ❖ Knowledge with NAV Great Plains
- ❖ Able to respect deadlines and work in a fast-paced environment

APPLY NOW: [INFO-HR@JONVIEW.COM](mailto:INFO-HR@JONVIEW.COM)



[www.jonview.com](http://www.jonview.com)



<https://www.linkedin.com/company/jonview-inc>



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