

Job Title: Accounts Payable Clerk

Company Overview:

KWESST develops and delivers next generation military and public safety technology for military and first responder customers. The company is proudly Canadian and provides Dismounted/Mounted Domain Expertise in Command-and-Control software development, integration, and support services.

Job Description:

KWESST is seeking a skilled Accounts Payable Clerk to join our Finance team.

Responsibilities:

- Receive and organize incoming invoices, credits, receiving vouchers, expense reports, and other correspondence.
- Enter invoices, credits, receiving vouchers, discount terms, and special payments accurately into QuickBooks
- Match and verify accuracy of the receiving reports and other documentation to supplier invoices/credits.
- Complete supplier reconciliations and resolve vendor issues/inquiries.
- Monitor accounts to ensure payments are up to date.
- Produce monthly reports and assist with month-end closing.
- Establish and issue payment runs.
- Performs general office duties.

Required Qualifications:

- Minimum Grade 12 education.
- Completion of college or other courses in accounting or bookkeeping (asset).
- Prior work experience and knowledge to provide the level of understanding needed to perform responsibilities.
- High degree of technology literacy and proficiency with Microsoft Office suite.
- Experience with QuickBooks (asset).
- Highly detail-oriented and demonstrated problem-solving skills.
- Strong written and verbal communication skills.

How to Apply:

If you have a strong passion for Finance and are eager to join a dynamic team at KWESST, we invite you to submit your resume. Please make sure to emphasize your pertinent experience and any certifications you hold.

KWESST is an equal opportunity employer and is committed to providing equal employment opportunities to all qualified individuals regardless of race, color, religion, sex, gender identify, sexual orientation, marital status, national origin, age, disability,

any other protected status under applicable law. Our hiring decisions are based on qualifications, merit, and business needs. In every step of the interview procedure, KWESST is committed to providing accommodations.