

# ACCOUNTS PAYABLE TECHNICIAN

# BESTSELLER

Location

Montréal, Canada


Team

Finance & Accounting

Deadline

30 Mar 2024

Job Ad Language:

English (US) 

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APPLY

**Position:** Accounts Payable Technician

**Reports to:** Accounting & Performance Manager

**Location:** Montreal, Quebec

**Do you want to take on a challenge, gain experience in the fashion industry and launch your career in accounting?**

*You might just be the person we're looking for to support the finance team.*

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## **WHAT YOU'LL DO.**

As the Accounts Payable Specialist, you'll manage the full accounts payable cycle, handling monthly entries and reconciliations, participating in the monthly accounting close, and ensuring internal controls. You ensure that we follow the appropriate approval processes and expense reports in order to exceed the expectations of our employees and our customers. Key responsibilities include:

- Organize and maintain files for audits.
- Verify accounts daily by reconciling statements and transactions.
- Process a large number of invoices by matching them to purchase orders, verifying details, planning disbursements, and obtaining payment approval.
- Communicate with vendors and internal teams to resolve issues and build relationships.
- Prepare general ledger entries, record account transactions, and conduct analyses.
- Use accounting software and use your knowledge Excel skills for reports, templates, etc.

- Resolve account discrepancies by reviewing documentation and making necessary adjustments.

### **WHAT WE ARE LOOKING FOR.**

- 1-2 years of experience in a similar role, including full-cycle Accounts Payable experience.
- AEC, DEC or DEP in accounting / finance or equivalent.
- Intermediate knowledge of Excel (mastery of VLookUp functions and pivot tables).
- Skills in organization and prioritization.
- Great attention to detail.

### **WHAT'S IN IT FOR YOU.**

At BESTSELLER, we've got your back with benefits designed for your career growth and well-being:

- Enjoy group insurance, a voluntary savings plan, and a laptop.
- Embrace flexibility with a schedule that includes half-day Fridays until year-end.
- Work from home one day a week.
- Take advantage of 3 weeks of vacation, 5 "energizing" days, and 11 statutory holidays.
- Access a virtual health platform for instant phone consultations with professionals, available 24/7 – #nowaiting!
- Score 50% employee discount at our stores for your fashion fix.
- Be part of a brand-new fashion house in Villeray with a modern open space, unlimited snacks, and coffee.

**We can't wait to meet you!**

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*BESTSELLER is an international fashion company with brands such as JACK and JONES, VERO MODA, ONLY and JACK & JONES. BESTSELLER operates both its own chains / stores as well as we have a large number of retailers on the market. As an employee of BESTSELLER, you become part of our family. We offer a developing and exciting workplace with a high pace where we all work together towards common goals. Our philosophy and our values are important to us, we work hard and strive to be the best but always in a humble way. BESTSELLER Canada began in 2004 and currently works with eight of our brands. JACK & JONES is our sole retail presence in Canada, while VERO MODA, ONLY, ONLY & SONS, SELECTED FEMME/HOMME, PRODUKT, NOISY MAY and JACQUELINE DE YOUNG are part of our wholesale distribution. Our office in Montreal is the centre of BESTSELLER's North American operations and the workplace of almost 100 of our colleagues. Overall, BESTSELLER Canada has approximately 600 colleagues, including our distribution centre and almost 50 JACK & JONES stores.*

## WHAT WE OFFER

You will become part of the BESTSELLER family, a culture where new ideas are welcomed, and all voices are heard. We believe in entrepreneurship; this means you have the freedom to do this in the way which works for you. You get responsibility and the opportunity to develop yourself and your area from day one. We believe in flexibility and autonomy in your daily routine and working location.

## ABOUT BESTSELLER

At BESTSELLER, we own it. Every chance. Every challenge. Every choice. We're the global fashion company that's fast paced and family run. We're the business that's built some of the strongest brands in the industry. By empowering every individual to own their journey, we've found the courage to keep getting better. To act more sustainably. To foster diversity and provide equal opportunities. To compete more confidently. And to keep challenging the status quo. Time and time again. We are BESTSELLER - and together, we own it.

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