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# Invoice Analyst

## Summary:

The Invoice Analyst is responsible for handling all supplier invoices and packing slips, ensuring that they are properly matched and coded against the purchase order and then entered in accordance with established policies and procedures.

## Responsibilities & Duties:

- Responsible for ensuring invoices are processed in an efficient and timely manner
- Responsible for receiving invoices from suppliers and entering into Jonas.
- Responsible for receiving packing slips from the field.
- Responsible to check invoices for accuracy by matching packing slips and invoices against the purchase order and then approve for payment.
- Once approved, enter the invoice into Jonas with the correct supplier name, date, amount, invoice number, and purchase order.
- Verify supplier statements at the beginning of the month and contact supplier for copies of missing invoices when necessary.
- Verify credit invoices for Purchase Order number.
- Responsible for monthly reporting and reconciliation of payable accounts
- Resolve all invoice discrepancies with the assistance of the Buyer, and/or Project Manager.
- Advise supervisor of unresolved discrepancies between invoices and Purchase Orders and other accounts payable matters.
- File documents using existing file management system.
- Print/e-mail various reports.
- Provide reception relief as required.
- Other duties as requested.

## Requirements:

- Diploma in Business Administration or related program
  - Min. 3 years of experience working in accounts payable related position
  - Proficient with Microsoft Excel, Word and Outlook.
  - Experience with Jonas software an asset
  - Experience in the construction industry an asset
  - Must be detail-orientated and perform with a high level of accuracy
  - Excellent verbal and written communication
  - Must have strong interpersonal skills and positive team attitude.
  - Must have a professional attitude and strong work ethic
  - Excellent organizational skills with the ability to prioritize and meet deadlines
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