



ACCOUNTS PAYABLE CLERK

Collicutt Energy Services is a solutions-driven engine company specializing in manufacturing, repair, overhaul, and maintenance of industrial engines and power generation equipment. We value teamwork, accountability, accuracy, and finding better ways to get things done.

We are seeking an experienced **Accounts Payable Clerk** to join our Finance team in Red Deer. This role is responsible for accurate and timely invoice processing, vendor statement reconciliations, payment administration, and maintaining strong supplier relationships.

We're looking for someone who is **highly organized, detail-oriented, and proactive** - someone who takes ownership of their work, identifies discrepancies before they become problems, and can manage competing deadlines without sacrificing accuracy.

What You'll Be Doing

- Process and code vendor invoices, ensuring proper approvals and matching to purchase orders and receiving records.
- Reconcile vendor statements to AP records, investigate discrepancies, and prevent missed or duplicate invoices.
- Prepare and process vendor payments, including EFTs, cheques, and wire transfers.
- Monitor vendor balances, credit limits, and payment terms to ensure timely payments and maintain supplier relationships.
- Maintain accurate vendor accounts, banking information, and financial records.
- Respond to vendor inquiries and resolve invoice or payment issues professionally and efficiently.
- Support month-end closing, account reconciliations, and intercompany transactions.
- Maintain accurate, organized, audit-ready documentation and support process improvements.

What You Bring

Required:

- **3 years of Accounts Payable or related accounting experience.**
- Practical understanding of invoice processing, payment cycles, and vendor statement reconciliations.
- Experience using accounting software or ERP systems.
- Proficiency in Microsoft Office, particularly Excel.
- Strong attention to detail, accuracy, and organizational skills.
- Ability to manage multiple priorities and deadlines independently.
- Strong communication, problem-solving, and customer service skills.

Preferred:

- Certificate or Diploma in Accounting, Business Administration, or a related field.
- Experience with **SAP or similar ERP systems.**
- Experience processing high volumes of invoices and vendor payments.
- Experience supporting month-end close and account reconciliations.

What's in it for you?

- Competitive compensation
- Comprehensive group benefits
- Supportive and collaborative Finance team
- Opportunities for professional development and growth

How to Apply

Submit your resume to hr@collicutt.com with **Accounts Payable Clerk** in the subject line.