



Accounts Payable Technician

Full-time, permanent position

Would you like the opportunity to develop your self and collaborate with multidisciplinary teams? Do you dislike routine and want to learn constantly? Do you want to put your professionalism, thoroughness and reliability to good use? Are you known for your organizational skills and flexibility? This job is for you!

The ONE DROP Foundation is looking for an Accounts Payable Technician for its Finance team. Reporting to the Senior Accountant, you will be responsible for processing accounts payable invoices and assist in the production of various financial reports as well as accomplishing other accounting tasks in accordance with the established procedures.

Why choose us?

An ambitious and dynamic non-profit created in 2007 by Guy Laliberté—founder of Cirque du Soleil—ONE DROP is an organization that works to ensure that everyone has access to water, today and forever.

Our Team

Such an ambitious mission calls for extraordinary actions by exceptional people. Paving the way into uncharted and inspiring territory, our people seek to turn the challenges they face into opportunities. Are you one of these leaders? Do your energy, passion, and determination motivate and inspire those around you? Then come join our team of exceptional humans!

Main responsibilities

Under the supervision of the Senior Accountant, the Accounts Payable Technician will have the following responsibilities:

- Review invoices received from suppliers
- Process vendor invoices: ensure approval, code, enter into accounting system, process payments and file
- Prepare bank transfers
- Reconcile and analyse selected general ledger accounts
- Verify and process employees' expense reports
- Assist and prepare expense reports for the management team
- Review accounts payables (no open invoices for more than 30 days) and employees' advances
- Issue T4-A for consultants
- Make certain accounting entries: EJ payroll, accruals and reversals
- Pull out accounts payables aging reports from the accounting system
- Prepare back-up to be sent out to auditors
- Perform bank transactions
- Ensure that procedures and processes are updated and improved
- Create projects as needed for the various departments and coordinate with the Senior Accountant
- Any other related tasks



Accounts receivable (secondary responsibilities)

- Prepare and enter accounting entries related to cash receipts
- Prepare and enter invoices for GAIA and benefit events
- Process credit card receipts
- Transfer donations online
- Follow up on accounts receivable with the revenue generation department
- Reconcile monthly cash receipts from the accounting system with the donor and gift management system
- Reconcile daily deposits and record them in the system
- Perform bank reconciliations
- Perform account reconciliations and bank reconciliations
- Any other related tasks

Your experience

- Minimum 3 to 5 years experience in a similar position
- Experience or strong interest in working with organisations with a social mission

Your skills

- DCS or BBA in accounting or any other combination of education and experience relevant to the position
- Very good knowledge of an ERP system and the payables module
- Excellent organisational and priority management skills and the ability to multi-task
- Bilingualism (an asset)

Good to know

- The Accounts Payable Clerk primary workplace is located at the One Drop Foundation's offices: 8400 Avenue du Cirque, Montreal (QC) H1Z 4M6 CANADA
- Remote work options available (as laid out in the organization's remote work policy)

We are looking for a friendly person who shares our values

- Demonstrated ability to be an effective team player and to contribute to the achievement of objectives in a complex and fast-paced environment
- Demonstrate tact, diplomacy and confidentiality
- Rigour and attention to detail
- Customer service orientation and interpersonal skills with various stakeholders

At ONE DROP, we take care of our employees

- Flexible work schedule and possibility of working remotely
- Group insurance plan (drug, medical, vision, dental, travel, disability, life)
- Group RRSP after 6 months on the job
- "Dialogue" telemedicine platform providing access to online health specialists
- Employee assistance program (access to confidential consultation services)
- Social committee and group activities
- Secure bike parking and other benefits!
- Summer hours
- This position does not require travel



To apply, send your CV and cover letter to contact@ONEDROP.org

Thank you to all applicants. Only selected candidates will be contacted.