



## **Accounts Payable Technician**

Full-time, permanent position

Are you a number cruncher? Do you make your grocery list in an Excel file? Would you like the chance to work 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 to work in collaboration with the Finance team. Reporting to the Chief Accountant, you will be responsible for the sound management of accounts payable. You will also have the opportunity to participate in various financial processes and to improve the way things are done. You will supervise the processing of invoices, accounts payable, budgets and produce various financial reports in accordance with 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 Chief Accountant, the Accounts Payable Technician will have the following responsibilities:

- Supervising and ensuring the sound management of accounts payable
- Create new suppliers in the system
- Reconcile and analyse selected general ledger accounts
- Participate in the production of monthly or annual financial statements
- Validate employee expense accounts
- Create projects for the needs of the different departments and coordinate with the Chief Accountant
- Prepare various management reports
- Record and control accounts receivable, accounts payable and accounting entries
- Check and record supplier invoices and ensure accuracy and authorisation of data
- Validate bi-weekly payment batches
- Issuing payments (transfers)
- Review, analyse and reconcile supplier statements
- Generate various reports related to accounts payable
- Compile and report data and other information to support the company's activities
- Perform data entry and import of data and transactions to accounting systems (various and recurring journal entries)
- Prepare and enter accounting entries for cash receipts



- Prepare and enter invoices for GAIA and benefit evenings
- Collect credit card payments
- Transferring donations online
- Follow up on accounts receivable with the revenue generation department
- Reconcile monthly cash receipts from the accounting system with the donor and donation management system
- Reconcile daily deposits and record them in the system
- Performing bank reconciliations
- Perform account reconciliations and bank reconciliations
- Participate in the development of internal policies and controls and ensure their implementation
- Ensure that procedures and processes are updated and improved
- Supervising staff
- 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)

### **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
- Summer hours
- This position does not require travel
- Secure bike parking and other benefits!

To apply, send your CV and cover letter to [contact@ONEDROP.org](mailto:contact@ONEDROP.org)

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