

Penner Farm Services is currently recruiting for **ACCOUNTS PAYABLE TECHNICIANS** based in **Blumenort, MB**.

### ***JOB DESCRIPTION***

There are 2 positions available, one Full-time and one Part-time. Hours are between 8:00am and 5:00pm, Monday to Friday. The starting wage for this position is \$18 - \$20 per hour based on skills and experience.

- Receiving and verifying invoices and entering them into the computer system
- Reconciling vendor statements and correcting discrepancies
- Maintaining accounts payable files and ensuring confidentiality
- Responding to vendor enquiries
- Providing administrative support and backup to other accounting positions and Reception

### ***REQUIRED SKILLS***

- Grade 12 education (or GED equivalent)
- Previous experience in an Accounts Payable role
- Excellent attention to detail, good organizational skills and the ability to work well under pressure to meet set deadlines
- Ability to maintain confidentiality
- Excellent customer service skills
- Excellent interpersonal and communication skills
- Working knowledge of MS Office Excel

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If you are interested in this position and meet the above criteria, please submit your resume in confidence to [careers@pennerfarmservice.com](mailto:careers@pennerfarmservice.com) by January 28, 2022.