

THE OPPORTUNITY

Slegg Building Materials is currently seeking a Full-Time Accounts Payable associate to work Monday to Friday, 8am-4:30pm. The hourly rate is \$18 to \$27, depending on experience.

THE LOCATION- SIDNEY

Located in the industrial area of Sidney, close to the Victoria International Airport, you will find our oldest branch with many long-term employees including Jason Balderston, General Manager, who has been at this location for almost 20 years. This location prides itself on being customer service oriented with friendly and outgoing staff who work hard and have fun doing so. Teamwork is the focus with a strong knowledgeable team which thrives on supporting each other at work. They also focus on community engagement including involvement in local sports, Sidney Days, Build A Boat Contest, Lions Food Bank yearly fundraising and many more. We live and work together surrounded by many local businesses within walking distance. The Slegg Sidney team of 80 plus members offers a wide range of positions from entry level, corporate roles, sales and management. We hope you apply to join the family!

THE BENEFITS

Slegg offers competitive benefits including Drug and Dental Coverage, practitioners, disability and life insurance. Retirement savings plan with RRSP contribution matching (after 1 year of service), exclusive Employee stock purchase plan. You'll be able to take advantage of exclusive company discounts on all products sold at Slegg and our partnerships with Telus Mobility, Suburban Motors, Good lift Fitness and Popeye's allows discounts on a variety of products. All Slegg employee's and their immediate family members are eligible for an annual Scholarship program which offers onetime payments directly to an accredited school of attendance. Pre Covid, we offer monthly complimentary breakfast or lunch for our staff- We hope to do these again soon!

THE RESPONSIBILITIES

- Reconciles processed work by verifying entries and comparing system reports to balances
- Charges expenses to accounts and cost centers by analyzing invoice/expense reports; recording entries
- Pays vendors by monitoring discount opportunities; scheduling and preparing checks; resolving purchase order, contract, invoice, or payment discrepancies and documentation; insuring credit is received for outstanding memos; issuing stop-payments or purchase order amendments
- Maintains accounting ledgers by verifying and posting account transactions
- Verifies vendor accounts by reconciling monthly statements and related transactions
- Maintains historical records by scanning and filing documents
- Reports sales taxes by calculating requirements on paid invoices
- Protects organization's value by keeping information confidential
- Updates job knowledge by participating in educational opportunities
- Accomplishes accounting and organization mission by completing related results as needed
- Demonstrates superior customer service when speaking with the public
- Maintain an emphasis on a safety culture, customer service, and efficiency as top priorities

THE REQUIREMENTS

- One year or more experience in an accounts payable environment
- Ability to work under conditions of pressure and adjust to urgent situations
- Excellent computer and business organization software proficiency
- Proven ability to work in a team environment
- Detail orientated with disciplined work habits
- A positive can do attitude is essential

Please apply online at www.slegg.com/careers or email HR@slegg.com

Thank you for your interest in Slegg Building Materials. Only those chosen for an interview will be contacted.