



*A subsidiary of Hitachi Construction Machinery Co. Ltd.*

**DEPARTMENT:** Finance

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**JOB TITLE:** Accounts Payable Clerk

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**Wenco International Mining Systems**, a subsidiary of Hitachi Construction Machinery (HCM), is a software development company that provides a series of technology product lines related to the optimization and improvement of mines and material movers worldwide. As Wenco continues to build the next generation of technology, we need a wide range of professionals to help us achieve our objectives. To learn more, check us out at [www.wencomine.com](http://www.wencomine.com)!

We are currently seeking a full-time **Accounts Payable Clerk** to join our head office in Richmond, BC. Reporting to the Assistant Controller, the Accounts Payable Clerk will be responsible for accounts payable processing, as well as assisting in month-end preparation, monthly tax filings, and other finance-related tasks. If you are a hardworking, entry level accountant looking to expand your experience, we want to talk to you!

**EXPECTED CONTRIBUTIONS:**

- Processing accounts payable transactions for Wenco's head office and other global branches in multiple currencies in the company's ERP Microsoft Dynamics Navision;
- Responsible for ensuring appropriate match of invoices to purchase orders and shipping documents and following up with other departments and vendors for any discrepancies;
- Reviewing, reconciling and processing employee expense reports, as well as corporate and employee credit card statements;
- Being a primary contact for vendor AP inquiries and Wenco employees for purchase order, credit card and expense reports inquiries;
- Reconcile Vendor statements and investigate any variances;
- Prepare GST, PST and other sales tax returns;
- Assist the finance department with record retention and filing;
- Update foreign currency rates in the company's ERP;
- Assist with year-end audit and in other aspects of accounting and reporting as required;

**EXPERIENCE, KNOWLEDGE, SKILLS AND ABILITY REQUIRED:**

- Post-secondary education with Accounting Concentration / diploma in accounting or equivalent work experience;
- 1 year of full cycle/accounts payable processing experience an asset;
- Strong knowledge of basic accounting principles;
- Ability to use Microsoft Office applications at an intermediate level (Excel, Word, PowerPoint);
- Experience with an integrated accounting or ERP system an asset;
- Detail-oriented and committed to quality and high accuracy of work;
- Well-organized, self-driven individual with the ability to meet multiple and tight deadlines;



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- Strong verbal and written English communication skills – professional, clear and concise, able to adjust style according to situation;
- Takes initiative to pursue issue resolution or suggest ideas and improvements;
- Leads by example; seeks opportunities and has a positive outlook, does not seek to blame or deflect;
- Cooperation/Teamwork – conveys a strong sense of teamwork, respectful of others, seeks to work towards a common goal;
- Dependable and delivers a consistent good standard of work;
- Works diligently at achieving results and able to 'own' a problem so that results are achieved;

#### **WHY JOIN WENCO?**

- We provide opportunities for growth within the company
- We offer an extensive benefits plan
- We provide a fun working environment, including Fresh Fruit Mondays and Popcorn Fridays, along with table tennis, foosball, beanbag toss and Giant Jenga in our office
- We incorporate employee engagement activities, including in-office yoga and meditation
- We offer opportunities for continuous training and development (in-house and external) to learn the latest technologies
- We offer our employees a profit-sharing plan that provides them with the benefits of their hard work
- We provide free parking and shuttle service for employees using transit
- We are heavily involved in the community and join various events of non-profit organizations
- We offer much more!

Wenco advances the efficiency and safety of the world's surface mining equipment through our fleet management systems. We are committed to providing a stable yet exciting work place environment for individual employees to build and grow their career with the Company.

Wenco is an Equal Opportunity Employer.

#### **Disclaimer**

The information in this description has been designed to indicate the general nature and level of work performed by employees. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. It is not intended as an employment contract. Job descriptions are subject to change, which may not necessarily affect compensation.