

## Accounts Payable Officer

Do you thrive in a dynamic and challenging environment, enjoy working with people and are passionate about sharing your knowledge? Science North is a place where all of these things come together. We are currently looking to fill the position of Accounts Payable Officer to join the team of accounting professionals supporting the variety of business and financial needs of Science North.

This is a hands-on position that includes active involvement in analysis, transaction recording and financial reporting, in a variety of areas. The Accounts Payable Officer will ensure accurate and timely execution of accounting functions including initiating transactions, financial analysis, job costing, banking transactions, internal financial reporting and other related tasks. The successful candidate will work with a large internal team to assist with their financial needs

The successful candidate should have experience in various aspects of accounting, financial reporting and commodity taxes. He/she will have superior analytical and problem solving skills and sound judgment.

We are seeking a well-organized, thorough individual who:

- can work quickly and independently
- is flexible and can move easily between a variety of tasks
- is results oriented
- is proficient in the use of computer accounting systems and database reporting packages (experience with Microsoft Dynamics Great Plains considered an asset)
- is skilled in complex spreadsheet applications and database management

Science North operates several businesses with a variety of financial needs. If you have experience in the following areas this opportunity would be a great fit.

- retail operations and inventory management
- film/television/multimedia production and distribution
- foreign exchange and multicurrency accounting
- high volume electronic and web based banking arrangements

### ***Compensation package highlights***

This is a long-term position supported by an excellent compensation package:

- Starting at \$32,200 to \$36,000 per year
- Annual performance and merit increase consideration
- Participation in the Science North Employee Incentive Plan
- Comprehensive group benefit package including medical, dental, vision, life/travel insurance, short and long term disability coverage
- Pension plan following one year
- Free or discounted admission to partner attractions outside Sudbury, Science North facilities and program discounts, fitness membership contribution
- Professional development opportunities
- Minimum 3 weeks' vacation with incremental entitlements of one week after 5 and 10 yrs of service

Apply online at <http://sciencenorth.ca/careers>. An early application represents your best opportunity for consideration. Science North is committed to an inclusive workplace and invites applications from all qualified individuals to join our diverse team. Accommodations are available upon request in all aspects of Science North's selection process. We thank all interested candidates; only those selected for interviews will be contacted.