



Accounts Payable Coordinator

Metro Inc.

About Us

METRO INC. is a leader in the grocery and pharmacy sectors in Quebec and in Ontario, with more than 65 years experience in the fascinating world of food. Its operations are concentrated in Quebec and Ontario with a network of more than 800 grocery stores under the Metro, Metro Plus, Super C and Food Basics banners, and more than 250 pharmacies under the Brunet, Clini Plus, The Pharmacy and Drug Basics banners.

Metro employs more than 65,000 men and women united by the same goal, vision and philosophy: to be the best at what they do. The dedication and collaboration of its employees have allowed Metro to secure a leading position in the Canadian food market. Teams who know how to adapt to new situations and strive determinedly, day after day, to achieve the goals they set together are what make the company successful.

Job Description

The prime purpose is to verify and analyze transmission discrepancies and manually process necessary payments to EDI vendors for Direct to Store and Warehouse deliveries (APCA, EUMR, MCMA). Audit and process payments accurately to Manual Expense and non-EDI vendors for Direct to Store and Warehouse deliveries.

Responsibilities

- Monitor and analyze SAP IDOC reports processing required adjustments to release invoices for payment to Direct to Store and Warehouse vendors.
- Process payments to vendors using Company Policies and Procedures for APCA, EUMR and MCMA for Direct to Store, Warehouse and Expense. Process store charges as per outlined procedures.
- Ensure compliance for the two signature policy for Expense payments.
- Processing and ensuring compliance for the employee expense to the SAP Cloud CFTE.
- Sort incoming store and vendor invoices.
- Review and respond to vendor inquiries on the Metronet daily.





- Investigate and reply to any inquiries from both the vendors and the stores regarding EDI or manual billings processed in error.
- Communicate technical errors to vendors and advise them accordingly – to retransmit or to contact Metro IT.
- Ensure 52-109 compliance as applicable to your area of responsibility.
- Balance accounts payable accruals for period end reporting. Prepare & process required journals.
- Perform other duties as required.

Qualifications

- College study (2 years)
- 1-3 years related experience
- P.C. literate - knowledge of Excel & Word
- Excellent verbal and written communication skills
- Understanding of accounting principles, knowledge of main frame system – MIRO, BDMS/MMS, AS400, SAP Accounts Payable & General Ledger
- Ability to analyze discrepancies between vendor invoices, store acknowledgments and purchase orders as per Company Policies and Procedures

Job Type

Full-time

Job Location

Etobicoke

Apply at <http://corpo.metro.ca/en/careers/opportunities/available-positions.html>



metro



Metro is dedicated to fostering a diverse work environment. We will consider all qualified applicants for employment.

Metro is committed to accommodating applicants and employees with disabilities. Should you require accommodation or this job description to be available in an accessible format, please advise.

