



Matching Coordinator

Metro

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

This position is responsible for comparing store receptions to vendor accounts payable transmissions and processing adjustments as necessary.

Responsibilities

- Analyze unmatched MMS reports containing reception and charge invoices and clear for payment according to department policy.
- Prepare adjustment template for corrections of invoices such as wrong store number and amount.
- Review pending unmatched invoices and credits and obtain required proof of delivery for any outstanding items.
- Sort incoming mail and distribute accordingly.
- Review variance reports on a weekly basis.
- Communicate with stores regarding any matching issues.
- Keep supervisor informed of any issues that are related to the matching process.
- Provide information required for internal and external auditors.





- Various tasks as assigned by the supervisors and department manager.

Qualifications

- College study (2 years) in accounting related field
- 1 – 3 years experience in accounting
- P.C. literate with intermediate knowledge of Excel and Word
- Good verbal and written communication skills
- Ability to adapt to unexpected circumstances and peak periods
- Ability to manage work expectations and situations with minimal supervision
- Ability to provide accurate and quality work at all times
- Ability to learn and adapt to changes in work methods and systems
- SAP and AS400 knowledge would be beneficial

Job Type

Full-time

Job Location

Etobicoke

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

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.

