

Accounts Payable Coordinator

The Opportunity

This is a great opportunity for someone looking to grow their career – at FMI you won't be just a cog in the wheel, you'll be an important part of a great team. Working at a rapidly expanding company means you'll have plenty of interesting challenges. Our Values emphasize relationships as the key to FMI's success to-date and our future growth, and our Accounting team works together to provide our clients, our partners, and our employees with an exceptional experience.

This is your chance to see the future and work closely with the Accounting Team and Business Unit Teams to ensure all vendor transactions are managed efficiently and timely.

This role is perfect for someone who likes to creatively strive for success and is driven by excellence in the execution of those plans.

This is your chance to make your mark in a role with lots of variety, flexibility, and autonomy.

You Want To Do This

You want to work with a great team and expand your skills.

You are looking to contribute your expertise in accounts payable – setting up and maintaining vendors, verifying coding and entering vendor invoices, ensuring appropriate approvals, producing two cheque runs per month and any quick payments required, continuous improvement, and team development.

You want to contribute to the FMI Logistics Finance team and our strategic business planning. You want to drive change and improve processes and procedures.

Outside of the box thinking is your skill and executing is your passion.

You like supporting operational personnel and intimately learning the business.

You want to work with interesting, loyal, and motivated people.

Explore and identify new strategies to more efficiently deliver any and all accounting services.

You Know These Things Already

In your career you have been a solid, consistent performer. You have five or more years of direct experience in accounts payable.

You have relevant experience in integrated accounting systems.

FMI Logistics Job Posting



Accounts Payable Coordinator

You have a high school diploma and possibly more, concentrating on administrative and accounting skills.

Your use and skill with Excel is at least an intermediate level, using look-up and pivot table functionality.

You will stand out if you already understand Freight Management and/or multi-client warehousing, and third-party logistics specifically.

You're really good with employees and vendors/partners alike. You have very strong client-focused service skills.

You're an innovative thinker and able to come up with new and useful ideas.

Your ability to independently manage a number of competing priorities at the same time, and to react and adjust to change with ease will make you perfect for this job.

You Should Know This About the Job

You'll report directly to the Controller and have their support.

As a member of the Accounting Team, you will be well-compensated. Along with your salary, you'll have a Performance Incentive component.

You'll have plenty of incentives to continue learning and growing your skills through an Education Re-imbursement program and our support.

Working at a rapidly expanding company means you'll have plenty of interesting assignments, lots of diverse challenges, and opportunities for career growth.

No need to pay for parking or public transport – parking is free and right beside the building.

We care about outcomes and we like people who are results-driven. We like creative problem-solvers and curious people.

This About the Job

Think you've got what it takes? Are you ready to join a great team? We're ready to hire the right person immediately!