



Accounts Payable Administrator

(1 Permanent full-time position)

Who We Are

Campbell Scientific is a recognized leader in designing, manufacturing, and installing environmental and infrastructure measurement and control systems. Our employees are devoted to maintaining our innovative quality and dependable brand of choice recognition.

We at Campbell Scientific are committed to satisfying the measurement instrumentation needs of our customers, especially those who are working to advance science and technology for the benefit of humankind. We love creating software and hardware that help our clients make a difference in the world. From measuring weather atop Mt. Everest to water supply for the Panama Canal, our clients help society address the need for clean air, clean water, a good supply of food, reliable well-built infrastructure and safe, efficient transportation.

Who You Are

If you have a passion for what we do and are aligned with our core values of accountability, respect, being client centric, teamwork, innovation and continual improvement, then see if you have what else it takes to join our high-energy team.

Our Ideal Candidate:

- A two-year related post-secondary diploma (Accounting focus preferred, but a Business Admin, Finance or related background may be considered)
- Minimum of two years of related experience (an equivalent combination of education and experience may be considered)
- Excellent verbal and written communication skills
- You are proficient with Microsoft Office (including advanced Excel skills) with an aptitude to learn new systems
- Able to work within deadlines, in changing environments, and in both individual and team settings
- Motivated to provide a high level of customer service, while handling requests and conflicts
- You possess a growth mindset along with a high level of emotional intelligence (EQ)

About The Role

- Create and maintain customer accounts
- Process purchase order and service (non-PO) invoices, miscellaneous payables, and credit card transactions
- Conduct investigations on discrepancies
- Monitor the accounts payable general inbox for inquiries



- Setup EFT and cheque payment runs
- Email payment remittances
- Perform electronic filing of AP documents and intercompany purchase reconciliation
- Create advanced excel reports
- Preparation and participation in year-end financial audit
- May act as a back up for the Accounts Receivable Administrator

Reach Out to Us!

Apply directly to Saif Akhtar in Human Resources at hr@campbellsci.ca and include your resume, cover letter and salary expectations. Visit www.campbellsci.ca to get a picture of what we do!

No agencies please.