

## **Accounts Payable Specialist**

Location: Surrey, BC

### **About Us**

TransCold Distribution is a leading wholesale supplier of ice cream and frozen goods across Canada and the Western U.S. Since 2002, we've offered exclusive access to top ice cream brands with a wide product selection and excellent customer service. TransCold supplies Major Grocery, Drug, Gas & Convenience, and Independent Retailers via Direct to Store Delivery (DSD) and Warehouse Fulfillment. We also serve mobile vendors, corporate events, and third-party logistics (3PL) customers. With 14 locations and over 240 employees, TransCold is equipped to supply all regions in Canada and Western USA with a customer-first approach.

### **Location and Accessibility**

The location of our new head office offers convenient access to public transportation, including the new R6 Scott Road RapidBus and Scott Road SkyTrain Station, making your commute simple and efficient. This is an exciting opportunity to work in a modern, accessible workspace tailored for growth and collaboration.

### **Job Overview**

The Accounts Payable Specialist is responsible for managing the full AP cycle, ensuring accurate and timely processing of all supplier and employee-related payables. This role maintains up-to-date vendor accounts, supports month-end close activities, and partners with the Financial Controller on special projects and reporting.

### **Key Responsibilities**

1. Invoice Processing & Coding
  - Review, verify and code supplier and staff invoices for accuracy and completeness.
  - Ensure all invoices have the proper approvals before processing.
2. Transactions & Payment Runs
  - Enter AP transactions into SAP Business One including invoice postings and credit memos.
  - Prepare and execute weekly or bi-weekly cheque runs and credit-card payment batches.
  - Reconcile payment runs to the general ledger.
3. Vendor Account Management
  - Reconcile monthly vendor statements and investigate any discrepancies.
  - Maintain vendor file documentation, including contracts and correspondence.
  - Set up and maintain vendor master records (e.g., banking details, tax status) in the ERP.
4. Month-End & Reporting Support
  - Accrue expenses and prepare AP-related journal entries for month-end close.
  - Assist with the preparation of AP aging reports and cash-flow forecasts.
  - Provide supporting schedules and analysis to the Financial Controller as needed.
5. Process Improvement & Controls
  - Identify opportunities to streamline AP processes and strengthen internal controls.
  - Document and maintain AP policies, procedures, and workflows.
  - Participate in periodic audits, supplying required documentation and explanations.

6. Vendor & Internal Collaboration
  - Act as primary point of contact for vendor inquiries, disputes, and payment status updates.
  - Liaise with Purchasing, Receiving, and other internal teams to validate goods/services receipt.
  - Work collaboratively with Accounts Receivable, Inventory Control, General Ledger and other finance team members.
7. Special Projects & System Initiatives
  - Support system implementations, upgrades, and data-migration activities affecting AP.
  - Assist with ad-hoc projects assigned by the Financial Controller (e.g., process redesign, reporting enhancements).

### Key Competencies & Skills

- Strong problem-solving and analytical abilities
- Detail-oriented with a focus on accuracy and timeliness
- Proactive mindset for continuous process improvement
- Proficient in ERP systems; SAP Business One experience is an asset
- Intermediate to advanced Microsoft Excel skills (pivot tables, VLOOKUP, macros)
- Excellent verbal and written communication; able to build strong vendor and cross-functional relationships
- Team-oriented, adaptable, and able to prioritize multiple tasks in a high-volume environment

### Education & Experience

- Diploma or degree in Accounting, Finance, or Business Administration
- Minimum of 3 years of AP experience in a high-volume, multi-entity environment
- Knowledge of statutory requirements (e.g., sales taxes, withholding filings) is preferred

### Benefits Offered

- Comprehensive health, dental, and vision coverage
- Disability and Life Insurance
- Employee Assistance Program (EAP)
- RRSP matching program
- Generous Paid Time Off and Holidays including vacation, sick leave, birthday leave, and citizenship leave
- Career Growth Opportunities
- Permanent full-time work with Weekends Off

### How to Apply

To apply, please send an up-to-date resume to [cooljobs@transcold.com](mailto:cooljobs@transcold.com) Interviews are starting soon! Learn more about us at [www.transcold.com](http://www.transcold.com).

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