



Accounts Payable Specialist

Location: Surrey, BC

About Us

TransCold Distribution is the premier wholesale supplier and distributor of ice cream and frozen goods throughout Canada and Western United States. Since 2002, we have provided exclusive access to the most recognized ice cream and frozen food brands in the world with industry best product portfolio and customer service.

TransCold delivers to Major Grocery, Drug, Gas & Convenience and Independent Retailers through Direct to Store Delivery (DSD) and Warehouse Fulfillment, and provides services for mobile vendors, corporate events, and third-party logistics (3PL) customers. With 14 locations and 240+ employees, TransCold has the logistical reach to supply all regions across Canada and Western USA with a customer-first attitude.

Location and Accessibility

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

Job Overview – Accounts Payable Specialist

We are currently looking for an experienced Accounts Payable Specialist to join our Finance team. This is a permanent full-time role and is 100% on-site. The appointee will be responsible for ensuring timely payment of vendor invoices and maintaining accurate records. This role emphasizes problem-solving, analytical thinking, and process improvement to support efficient operations. This is a great opportunity to gain exposure in a fast-paced environment and growing company. Reporting to the Financial Controller, the appointee will be responsible for the following:

Duties & Responsibilities

- Reviews statements or invoices received from suppliers and staff to determine correct coding of expenses. Seeks approval from supervisors and managers concerned.
- Utilizes SAP to enter accounts payable transactions and process payments.
- Assists with the set-up and maintenance of credit with vendors.
- Verifies vendor accounts by reconciling monthly statements and related transactions.
- Processes cheque runs and credit card payments.
- Reconciles credit cards monthly statements and investigates any issues or discrepancies.
- Liaise with vendors as needed to resolve issues in a timely manner.
- Maintains accurate and up-to-date files for A/P.

Required Skills & Qualifications

- A diploma or degree in Accounting or Finance
- Minimum 3 years prior accounts payable experience in a high-volume environment
- Proficiency with accounting programs/software experience with SAP Business One an asset
- Intermediate to advanced Excel skills and proficiency with other Microsoft Office applications
- High Level of accuracy and attention to detail
- Strong organizational skills and able to handle a variety of complex tasks
- Excellent communication skills

We offer

- Extended Health
- Dental
- Vision Care
- Life Insurance
- Disability
- RRSP employer contribution matching program
- Paid leaves include: vacation leave, sick leave, birthday leave, bereavement leave, citizenship leave
- Career Advancement Opportunities
- A great group of team members to work with!
- A dynamic, fast-paced work environment and a company that truly cares about its employees
- An organization that supports community groups and the environment

To Apply

To be considered for the above opportunity, we invite you to send a cover letter and an up-to-date resume through Indeed.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.
