



**PARTSFORTRUCKS**

## ACCOUNTS PAYABLE CLERK

**Parts for Trucks, Inc.** is Atlantic Canada's leading distributor of heavy duty truck and trailer parts, operating 15 sales outlets and 3 service centers located throughout the region. We supply parts, truck-mounted equipment and repair service to customers across all areas of the trucking industry. We have an opening for an **Accounts Payable Clerk** in our Head Office in Dartmouth.

### **Responsibilities Include:**

- Perform data entry of invoices, verify and process invoices for payment, perform daily cheque run, and issue manual cheques as required.
- Reconcile vendor accounts; update records or investigate and respond to vendor inquiries.
- Process account credits, reconcile inventory costs, and assist with month-end processes.
- Assist with general office duties, including reception relief.
- This position reports to the Accounting Manager and works closely with the Accounts Payable Supervisor.
- Hours of work are Monday to Friday, 8:00 a.m. to 5:00 p.m.

### **Qualifications:**

- Diploma in Business Administration (Accounting Concentration) or similar post-secondary training, plus 2-3 years experience in a similar accounts payable position.
- Experience with computerized accounting systems required (SX.enterprise preferred), and intermediate knowledge of Microsoft Office products (Word, Excel).
- Strong attention to detail and accuracy, proficient keyboarding skills, and the ability to process high volumes of invoices in a timely manner.

Parts for Trucks, Inc. offers an industry-competitive compensation plan, including group benefits and a registered pension plan. If you have a positive team-work attitude and are interested in joining our company, apply in writing with a resume and covering letter to:

**Parts for Trucks, Inc.**  
Attention: HR Manager  
15 MacDonald Avenue  
Dartmouth, NS B3B 1C6  
E-mail: [amorris@partsfortrucks.com](mailto:amorris@partsfortrucks.com)  
Fax: 902-468-3300

Visit our website at [www.partsfortrucks.com](http://www.partsfortrucks.com)

*We thank all applicants for their interest. Only those selected for interview will be contacted.*