

## ACCOUNTS PAYABLE SPECIALIST

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Beyond Technologies is a professional services firm, specializing in the integration of SAP solutions and the optimization of business processes. We are currently looking for an Accounts Payable Specialist to join our rapidly growing dynamic team. You will work in the finance team under the supervision of the Director of Finance.

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### Your tasks:

- Enter supplier invoices (with and without purchase orders)
- Create suppliers, projects and purchase orders
- Validate employee expense accounts
- Verify and code expenses on the corporate credit card
- Provide support to the billing team (invoicing, charging of amounts received, etc.)
- Respond to various requests from all business units
- Any other related task

### You have:

- Minimum de 3 ans d'expérience en comptabilité
- DEC ou DEP en comptabilité
- Expérience avec un système comptable
- Sens de l'organisation, minutie et souci du détail
- Bonne communication verbale et capacité d'écoute

### You are:

- Honest
- Authentic
- Motivated and determined to succeed
- Bilingual: French - English (written and spoken)
- Solution oriented

At Beyond, we want our employees to be happy and healthy both on and off the job. Everything we do and offer to our employees is based on our philosophy that investing in our people is good for all of us!

Beyond is dedicated and committed to promoting a diversified and inclusive work environment for everyone. Beyond Technologies is an equal opportunity employer and we believe in fostering an environment where everyone regardless of gender, race, ethnicity, sexual orientation, disability, age, or all other identities feels respected, protected and celebrated.