



TURF CARE

Helping your business grow.



**BEST
MANAGED
COMPANIES**

Accounts Payable Clerk

About Us

Join Turf Care and discover an engaging work culture, with an award-winning organization where you can learn and grow to your full potential.

Turf Care's foundation and success has been built on strong relationships and the talent, knowledge, and quality of our team. We are committed to the support and growth of our employees and fostering a culture that offers challenging, stimulating and rewarding opportunities.

For almost fifty years, Turf Care Products Canada, a privately owned Company, has been the leading distributor of best-in-class equipment, irrigation products and service to golf courses, municipalities, and landscapers. Turf Care is proud to have been named one of **Canada's Best Managed Companies** for four consecutive years, becoming a **Gold Standard Winner**. For more information on who we are and what we do please visit our website: www.turfcare.ca

About the Opportunity

We are seeking an Accounts Payable Clerk to join our Finance team in a full-time role at our Head Office in Newmarket, conveniently located near 404 & Davis Dr.

Our competitive compensation package includes bonus earning opportunities, 100% employer-paid health and dental premiums, a matching group RRSP plan, opportunities for advancement, and a range of additional company-provided benefits.

Responsibilities include:

- Post supplier invoices efficiently and accurately
- Process bi-weekly cheque/EFT runs, wire transfers for three separate companies
- Communicate effectively with vendors and internal staff to resolve discrepancies in a timely and professional manner.
- Process employee expense reimbursements
- Assist with month-end duties; account reconciliations, journal entries, sales tax returns, bank reconciliations, etc.
- Assist in other accounting related activities as required.
- Other duties as required

Skills:

- Excellent organization skills with a high attention to detail
- Ability to work both independently and within a team
- Great Computer skills
- Self-starter



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- Effective interpersonal, communication and problem-solving skills
- Results driven; known for working well in a fast-paced, high volume and deadline-oriented environment
- Solid organizational skills
- Easily adaptable to changing priorities and schedules

Qualifications:

- Knowledge of full cycle accounts payables
- Minimum 2-5 years related experience in a medium sized company
- Worked within an ERP system
- Proficiency in Microsoft Office is a necessity

Turf Care Products Canada Limited is committed to providing a barrier-free work environment in concert with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, Turf Care Products Canada Limited will make accommodations available to applicants with disabilities upon request during the recruitment process.