



Join **Stornoway** and become part of a great team, operating **Québec's first diamond mine, Renard.**

Position: Accounts Payable Technician
Location: Longueuil
Schedule: 5/2

Posting February 6th, 2018
Application Deadline: February 28th, 2018

Stornoway is recruiting for one (1) Accounts Payable Technician.

Reporting to the Supervisor of Accounts Payable and working closely with every level of the Operations staff and management, the incumbent is responsible for the processing of invoices, internal controls, process improvement, data analysis, reconciling and reporting. The Accounts Payable Technician also provides payment services including but not limited to cheques, electronic transfers and bank wires. The Accounts Payable Technician works closely with the Accounting team to address issues and identify opportunities.

The ideal candidate for this role is organized, resourceful and able to work with strict deadlines. A minimum of 3 year's relevant work experience is required. Excellent written and verbal communication skills in French are required; proficiency in English is required.

This position is based at the Head Quarter office in Longueuil. The schedule is 8-5, 40h/week.

Qualifications:

- Holds a College Degree or similar experience;
- At least 3 years of experience with accounts payables;
- Strong attention to detail;
- Excellent planning, organization and execution skills;
- Results-oriented, autonomous and resourceful;
- Ability to manage competing priorities and multiple projects simultaneously;
- Possesses strong analytical, problem-solving and decision-making skills;
- Ability to think cross functionally, understand the various departments
- Familiarity with chart of accounts;
- Understands basic accounting principles;
- Strong written and verbal communication skills in both English and French is required;
- Strong computer literacy including Sage, Microsoft Excel ability to learn and manage new software solutions;
- Interest and ability to work in a multicultural workplace.

INTERNAL application:

Please duly complete the internal posting form and return it to the human resources representative in your sector.

EXTERNAL application:

Please indicate the reference number in the subject line of your email and in your cover letter: **SWY-AFF-2018-GF02 Accounts Payable Technician**

Please send your resume and cover letter to: hr@stornowaydiamonds.com

We appreciate all those who are interested in this position; however, only candidates selected for an interview will be contacted.

For more information

www.stornowaydiamonds.com