

Invoice Clerk

Status: Regular Full Time

In your role as Invoice Clerk you will be responsible for providing support to the Facilities, Store Planning, and Construction department to ensure that accurate spend is documented on all company assets, while ensuring that vendors receive payment in a timely manner.

Joining NWC gives you the opportunity for development throughout the company, a competitive salary and benefits package, and to be part of a dynamic and diverse culture.

NWC is a leading retailer to under-served rural communities and urban neighborhood markets in the following regions: Northern Canada, Western Canada, rural Alaska, the South Pacific islands, and the Caribbean. Our stores offer a broad range of products and services with an emphasis on food. Our value offer is to be the best local shopping choice for everyday household and local lifestyle needs. Check out northwest.ca for more information.

Your Role:

- Receive all invoices, date, code, and enter into our accounting software.
- Investigate invoices without approved purchase orders for validity; following up with stores or vendors as required.
- Post correct currency and taxes based on country of origin of invoice.
- Follow up with vendors on payment inquires, monthly statements;
- Follow up with CDO staff to ensure invoices are approved and processed for payment in a timely manner.
- Ensure any and all correct documentation accompanies the invoice.
- Ensure proper coding is used as it pertains to each asset, to be charged to the correct GL for a store/asset. Project (FA vs regular store MNR).
- Assist the Facilities team in all aspects of asset management.

Desired Skills & Experience:

- Minimum 2-years of office experience; previous data entry experience preferred.
- Minimum 2-years of Accounts Payable experience preferred.
- Advanced Microsoft Excel and Outlook experience.
- Strong verbal and written communication skills with a demonstrated ability to interact with all levels of internal and external stakeholders.
- Must be detail conscious while maintaining a high level of accuracy.
- Strong organizational, planning and prioritizing skills.
- Demonstrated ability to work within strict timelines.

Location: Gibraltar House, 77 Main Street, Winnipeg, MB

Reports to: Facilities & Store Planning Department

We create a collaborative and constructive culture by:

Being Enterprising • Committing to our Customer • Working with Passion • Leading and Developing Others • Demonstrating Respect and Inclusivity • Building Trust

The North West Company is committed to inclusion and diversity and encourages applications from all candidates including but not limited to: all religions and ethnicities, LGBTQ2s+, BIPOC, and persons with disabilities.

A competitive salary is being offered along with opportunities to learn, develop and advance throughout the organization. We thank all applicants for their interest; however only those selected for an interview will be contacted.

This is an active job opening for a position that is currently available and we are actively seeking to fill.

This position adheres to the Corporate Application Process Guide