

## **Accounts Payable and Accounts Receivable Administrator (1 Year contract with possibility of extension)**

Looking for a career opportunity with an established and reputable national organization that makes a real difference in women's health, values its employees and offers a comprehensive total compensation package including a hybrid working from home program?

The Society of Obstetricians and Gynaecologists of Canada (SOGC) ongoing mission is to promote excellence in the practice of obstetrics and gynaecology and to advance the health of women through leadership, advocacy, collaboration, and education.

The SOGC has over 4,000 members, comprised of obstetricians, gynaecologists, family physicians, nurses, midwives, and allied health professionals working in the field of sexual reproductive health.

Since 1944, the SOGC continues to be a leading national and international authority on women's reproductive health and on evidence-based training and education. The SOGC leads the development of 12-17 clinical practice guidelines per year and hosts 3 regional continuing medical education meetings and an Annual Clinical and Scientific Conference. These events attract a diverse group of delegates that include women's health care providers, researchers, educators and policy makers, who have the opportunity to network, learn and share information and ideas. These events also facilitate the identification of critical gaps in the field through needs assessments that inform future curricula and program development.

The SOGC has recently launched its own online e-learning platform, which hosts accredited interactive courses, including virtual communities of practice, for members and non-members around the world.

### **POSITION DESCRIPTION**

The Accounts Payable and Accounts Receivable Administrator will perform clerical, bookkeeping, and accounting assignments.

### **KEY RESPONSIBILITIES**

- Review AP invoice for coding and approvals, follow-up with appropriate staff on any discrepancies
- Input AP invoices into Finance System
- Review AR invoice requests for coding and approvals; follow-up with appropriate staff on any discrepancies
- Input AR invoice request into Finance System and produce invoice
- Respond to AP and AR emails and enquiries
- Review credit card statements for coding and input in Finance System

- Run AR/AP aging reports in Finance System and follow-up on any outstanding amounts
- Perform other related duties as assigned.

### **QUALIFICATIONS, EXPERIENCE and KEY SKILLS**

- College diploma in accounting with 3 to 5 years of progressive AP and AR experience  
Thorough understanding of bookkeeping practices and procedures, with ability to train others in related practices and procedures
- Proficient in Microsoft Office Suite or similar software
- Knowledge of spreadsheets and accounting software
- Excellent organizational skills and attention to detail
- Excellent written and verbal communication skills
- Adapts to changing or evolving policies and priorities as well as the ability to meet tight deadlines
- Ability to take initiative and work independently with minimal direction
- Focused on quality assurance and strong attention to detail
- Capacity to collaborate effectively with others while promoting cooperation and partnerships between individuals and groups

Please clearly demonstrate how you meet the requirements of the position in your application/cover letter.

The SOGC is an equal opportunity employer and encourages all qualified applicants to apply. SOGC welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Should you be interested in this position, please submit your cover letter and resumé to [careers@sogc.com](mailto:careers@sogc.com).

We thank all applicants for their interest; however, only those selected for an interview will be contacted.