

Accounts Payable and Payroll Coordinator

About Heliene:

Heliene has challenged itself to help the world reduce its reliance on fossil fuels, by striving to be a leader in renewable energy. We are a manufacturer of high efficiency and high quality solar modules. Our modules are produced on state-of-the-art solar manufacturing lines in Ontario-Canada, Minnesota-USA, and at manufacturing partners around the world.

Why join Heliene:

Heliene is a fast-paced entrepreneurial company growing rapidly in a highly desirable industry, with a mission to be part of the solution to climate challenges and contribute to a better planet for future generations.

We are seeking an Accounts Payable and Payroll Coordinator. This is an opportunity for an administrative professional to join Heliene's team. This position reports directly to the Controller.

Position Responsibilities:

- Oversee all vendor invoice posting, including overhead, freight, materials, etc.
- Update the cash flow daily
- Submit weekly funding requests
- Set up payments, post to ERP system, and apply to vendor invoices
- Work with Accounts Receivable to reconcile bank accounts monthly
- Verify vendor accounts by reconciling monthly statements and related transactions
- Maintain electronic historical records of all invoices for annual audits
- Communicate with vendors as needed
- Paying employees by receiving and verifying expense reports
- Manage payroll processing and ensure payroll is funded
- Complete monthly labour analysis using payroll reports
- Complete tasks requested by external financial auditors

Minimum Requirements:

- Bachelor's degree in business or related field (or equivalent combination of experience/degree)
- 3 years minimum of experience working in an accounts payable, accounts receivable, or bookkeeper role
- Strong Microsoft Excel skills
- Experience working with ERP systems
- Experience working with Microsoft Dynamics Business Central or Navision is an asset
- Experience with processing payroll
- Experience with ADP payroll is an asset
- Highly organized and detail oriented
- Ability to set priorities in a changing environment
- Ability to work independently and as part of a team

- Work well under pressure
- Knowledge of basic accounting concepts
- Excellent interpersonal, oral, and written communication skills

Heliene is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Job Type: Full-time, Permanent

Benefits:

- Dental care
- Extended health care
- Vision care
- RRSP Match

Flexible Language Requirement:

- French not required

Schedule:

- Monday to Friday
- Daytime hours

Work Location: 488 Allen's Side Road, Sault Ste. Marie, ON P6C 2L8 (hybrid schedule can be negotiated)